

Request for letter of credit transfer to second beneficiary

Subject: Transfer Request for Transferable L/C [Number]

Dear Transfer Department,

As the first beneficiary of the above transferable letter of credit, we request a transfer of [Amount or Percentage] to our supplier as the second beneficiary.

Second beneficiary details:

Name: [Company Name]

Address: [Full Address]

Bank Details: [Banking Information]

The transfer should maintain all original terms except for the reduction in amount and change of beneficiary. We will retain the right to substitute our own commercial invoices for those of the second beneficiary.

Please confirm receipt and provide estimated processing time for this transfer.

Thank you for your assistance.

[Your Name]

[First Beneficiary Representative]

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