

Professional Letter of Credit Request

Dear [Bank Manager Name],

I am writing to request the issuance of a Letter of Credit (LC) in favor of [Beneficiary Name] for the purchase of [Goods/Services Description]. The total amount of the LC will be [Amount] and it should be valid until [Expiration Date].

Please find attached the necessary documents, including the proforma invoice, sales contract, and company authorization. Kindly process this request at your earliest convenience and advise on any further requirements.

Thank you for your assistance.

Sincerely,

[Your Name]

[Company Name]

[Contact Information]

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