

Professional Import Letter of Credit Request

Subject: Application for Revocable Letter of Credit - Import Transaction

Dear Bank Officer,

We hereby request the establishment of a revocable letter of credit in favor of ABC Trading Company, located at 123 Export Street, Shanghai, China, for the importation of electronic components as per our purchase agreement dated [DATE].

Amount: USD 150,000.00

Validity: 90 days from issuance

Partial shipments: Permitted

Latest shipment date: [DATE + 60 days]

The letter of credit should be available by sight payment against presentation of the following documents:

- Commercial invoice in triplicate
- Full set of clean on-board ocean bills of lading
- Packing list
- Certificate of origin

We understand this is a revocable instrument and may be amended or cancelled at any time without prior notice to the beneficiary. Please debit our account number 123456789 for all charges.

We appreciate your prompt attention to this matter.

Yours faithfully,

[Name]

[Title]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/revocable-letter-of-credit>