

Formal Equipment Acquisition Letter

Subject: Revocable Letter of Credit Application - Heavy Equipment Purchase

Dear Credit Department,

Our construction company requires the establishment of a revocable letter of credit to facilitate the purchase of excavation equipment from Heavy Machinery Ltd., based in Toronto, Canada.

Transaction Details:

Purchase Amount: CAD 250,000

Equipment: Two Caterpillar excavators, Model 320D

Delivery Terms: FOB Toronto

Insurance: To be arranged by buyer

Inspection Period: 30 days after delivery

Given the seasonal nature of our construction projects, we prefer a revocable instrument to maintain flexibility should our project timeline change due to weather conditions or permit delays.

Required documentation includes manufacturer's warranty, operation manuals, and inspection certificates. Please ensure the letter allows for equipment testing before final payment authorization.

We look forward to your assistance in processing this application.

Respectfully,

[Signature]

[Company Name]

[Contact Information]

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