

Formal request to bank for revolving LC

Subject: Request for Issuance of Revolving Letter of Credit

Dear [Bank Manager's Name],

We kindly request the issuance of a revolving letter of credit in favor of our supplier, [Supplier's Name], located at [Supplier's Address]. This arrangement is essential to facilitate our ongoing purchases of [goods/services] under contract number [reference number].

The required revolving letter of credit should be valid for [timeframe] with an aggregate limit of [amount], revolving automatically upon utilization until the expiry date. Please ensure it covers shipment terms under [Incoterms] and payment within [number] days after presentation of documents.

We appreciate your assistance in expediting this request and will provide any additional documentation or security you may require.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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