

Partial Transfer Request

Subject: Application for Partial Transfer of Letter of Credit

Respected Bank Manager,

We respectfully submit our application for partial transfer of Letter of Credit No. [LC Number] valued at [Original Amount].

Transfer Details:

- Amount to Transfer: [Partial Amount]
- Remaining Amount: [Balance Amount]
- Second Beneficiary: [Complete Details]

This partial transfer is necessary due to our supply chain arrangements where multiple suppliers are involved in fulfilling the original order. The transferred portion will cover [specific goods/services].

We request your kind approval and processing of this partial transfer.

Respectfully yours,

[Signature and Company Seal]

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