

Professional Export LC Request

Subject: Request for Unconfirmed Letter of Credit Issuance

Dear [Bank Representative Name],

We are writing to request the establishment of an unconfirmed letter of credit for our upcoming export transaction with [Buyer Company Name] located in [Country].

Transaction Details:

- Beneficiary: [Your Company Name]
- Applicant: [Buyer Company Name]
- Amount: USD [Amount]
- Commodity: [Description of goods]
- Shipment from: [Port/Location]
- Shipment to: [Destination Port]
- Latest shipment date: [Date]
- Expiry date: [Date]

We understand that this will be an unconfirmed LC, meaning your bank will not add its confirmation to the issuing bank's undertaking. We are comfortable proceeding with the credit risk assessment of the issuing bank [Issuing Bank Name] based on our due diligence.

Please provide your standard terms and conditions for handling unconfirmed letters of credit, including your advising fees and any other applicable charges.

We look forward to your prompt response and establishing this credit facility.

Best regards,

[Your Name]

[Title]

[Company Name]

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