

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Bank Name]
[Bank Address]
[City, State, ZIP Code]

Subject: Application for Letter of Credit

Dear [Recipient Name],

I am writing to formally request the issuance of a Letter of Credit (LC) for [specific purpose, e.g., international trade transaction]. The details are as follows:

- Applicant: [Your Company Name]
- Beneficiary: [Beneficiary's Name]
- Amount: [Total Amount]
- Expiry Date: [Desired Expiration Date]
- Supporting Documents: [List any required documents]

We appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]