

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Bank Name]
[Bank Address]
[City, State, Zip Code]
Dear [Bank Manager's Name],
Subject: Application for Letter of Credit
I, [Your Name], representing [Your Company Name], am writing to formally request the issuance of a Letter of Credit (LC) for our upcoming transaction with [Beneficiary's Name].
Details of the Transaction:
- **Transaction Amount:** [Amount]
- **Beneficiary Name:** [Beneficiary's Name]
- **Beneficiary Address:** [Beneficiary's Address]
- **Description of Goods/Services:** [Brief description]
- **Payment Terms:** [Payment terms and conditions]
Attached Documents:
1. Proforma Invoice
2. Purchase Order
3. Company Registration Documents
4. Any additional relevant documents
In compliance with the legal requirements for the issuance of a Letter of Credit, I acknowledge the following:
- [List any specific legal requirements or regulations applicable to the issuance of the LC]
- [State your agreement to comply with the terms and conditions set forth by the bank]
I kindly request that you process this application at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me.
Thank you for your assistance.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company Name]