

[Your Company Letterhead]

[Date]

[Bank's Name]

[Bank's Address]

[City, State, Zip Code]

Subject: Application for Letter of Credit

Dear [Bank Manager's Name],

I am writing to formally request the issuance of a Letter of Credit on behalf of [Your Company Name]. We are engaged in [brief description of your business] and require this financial instrument to facilitate our upcoming transaction with [Supplier's Name].

Details of the transaction are as follows:

- Beneficiary Name: [Supplier's Name]
- Beneficiary Address: [Supplier's Address]
- Amount: [Total Amount in Currency]
- Currency: [Currency Type]
- Expiry Date: [Date]
- Payment Terms: [Details of Payment Terms]
- Description of Goods/Services: [Brief Description]

We have attached all necessary documents, including our purchase agreement with [Supplier's Name] and any other documentation that you may require.

Please let us know if you need further information or additional documentation to process this application.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]