

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Application for Letter of Credit

Dear [Bank Manager's Name],

I am writing to formally apply for a Letter of Credit (LC) for our upcoming trade transaction. Below are the details pertinent to this application:

1. ****Applicant Information**:**

- Company Name: [Your Company Name]
- Address: [Your Company Address]
- Contact Number: [Your Phone Number]
- Email: [Your Email Address]

2. ****Beneficiary Information**:**

- Beneficiary Name: [Beneficiary Company Name]
- Address: [Beneficiary Address]

3. ****Transaction Details**:**

- Description of Goods: [Details of Goods]
- Invoice Number: [Invoice Number]
- Amount: [Total Amount]
- Currency: [Currency Type]
- Shipment Date: [Expected Shipment Date]

4. ****Terms and Conditions**:**

- Type of LC: [Revocable/Irrevocable/Sight/Deferred Payment]
- Expiry Date: [Expiry Date of the LC]
- Documents Required: [List of Required Documents]

Please find attached supporting documents including the pro forma invoice and terms of trade.

We appreciate your prompt attention to this request and look forward to your positive response.

Thank you.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Your Company Name]