

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Letter of Credit (LC)

I am writing to formally submit our application for a Letter of Credit (LC) to facilitate our upcoming transaction. Our company, [Your Company Name], is planning to engage in a [brief description of the transaction, e.g., import/export] with [Counterparty Name], and we believe that an LC will ensure a secure and efficient process.

Enclosed, please find the necessary documentation to support our application, including:

1. A completed LC application form
2. Proforma invoice from [Counterparty Name]
3. Any relevant contracts or agreements
4. Other documentation as required by your institution

We kindly ask for your prompt attention to this matter, as timing is critical for our business operations. If you require any additional information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance in this matter. We look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company]