

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally apply for a letter of credit (LC) to facilitate the import of [specific goods] from [supplier's name and location].

Details of the transaction are as follows:

- ****Supplier Name****: [Supplier's Name]
- ****Amount****: [Total Amount]
- ****Goods Description****: [Detailed Description of Goods]
- ****Payment Terms****: [Payment Terms as Agreed]
- ****Shipment Date****: [Expected Shipment Date]

We have attached all necessary documentation, including the pro forma invoice, commercial invoice, and any required identification documents for both the buyer and the seller.

Thank you for considering this application. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[Your Company Phone Number]
[Your Company Email]