

[Your Name]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[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 apply for a Letter of Credit (LC) to facilitate our upcoming export transaction. We are a [your business type, e.g., manufacturer, trader] involved in exporting [describe the product, e.g., textiles, electronics] to [importer's country].

Transaction Details:

- Exporter: [Your Company Name]
- Importer: [Importer's Company Name]
- Product Description: [Brief description of the goods]
- Total Value: [Specify amount]
- LC Type: [Irrevocable/Confirmed, etc.]
- Payment Terms: [Specify terms, e.g., sight, usance]
- Delivery Terms: [Specify, e.g., CIF, FOB]

Attached are the necessary documents, including our pro forma invoice and the sales contract. We kindly request that you expedite the processing of this application to adhere to our shipment schedule.

Thank you for your prompt attention to this matter. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]