

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

Dear [Bank Manager's Name],

Subject: Application for Letter of Credit

I am writing to formally request the issuance of a Letter of Credit (LC) on behalf of [Your Company Name]. We are currently engaged in a transaction with [Supplier/Recipient's Name] for the purchase of [describe goods/services], and we require a letter of credit to facilitate this process.

**\*\*Details of the Transaction:\*\***

- **\*\*Beneficiary:\*\*** [Supplier's Name and Address]
- **\*\*Amount:\*\*** [Total LC Amount]
- **\*\*Currency:\*\*** [Currency Type]
- **\*\*Shipment Date:\*\*** [Expected Shipment Date]
- **\*\*Document Required:\*\*** [List of documents required for the LC]

We understand the terms and conditions associated with the issuance of a letter of credit and are prepared to fulfill all necessary requirements. Please find attached the relevant documents to support this application. If you require any further information or documentation, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

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