

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

[Recipient's Name]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Subject: Request for LC Certificate

Dear [Recipient's Name],

I am writing to formally request the issuance of a Letter of Credit (LC) certificate for [specific purpose, e.g., a transaction, shipment, etc.]. Details of the transaction are as follows:

- Transaction Number: [Transaction Number]
- Date of Transaction: [Transaction Date]
- Amount: [Transaction Amount]
- Beneficiary: [Beneficiary Name]

We require the LC certificate to [explain the purpose, e.g., facilitate the transaction, meet compliance requirements, etc.].

Please let me know if you require any additional documentation or information to process this request.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]