

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

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

Dear [Recipient's Name],

Subject: Request for Letter of Credit Certificate Issuance

I am writing to formally request the issuance of a Letter of Credit (LC) certificate for [specific purpose, e.g., ongoing international trade transaction] involving [brief description of goods/services].

Details of the transaction are as follows:

- LC Number: [LC Number]
- Beneficiary: [Beneficiary Name]
- Amount: [Amount]
- Expiry Date: [Expiry Date]

We have adhered to all necessary documentation and compliance requirements as stipulated in our agreement. Kindly find enclosed the relevant documents for your reference.

I appreciate your prompt attention to this matter and look forward to your favorable response.

Thank you for your assistance.

Sincerely,

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