

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

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to submit my application for the letter of credit (LC) as per our recent discussions regarding [briefly explain the purpose, e.g., shipment of goods, payment terms].

Enclosed with this letter, you will find the relevant documentation necessary for the issuance of the LC, which includes:

1. [Document 1]
2. [Document 2]
3. [Document 3]

We appreciate your prompt attention to this matter and look forward to your confirmation of the LC issuance. Should you require any further information, please do not hesitate to contact me directly.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]