

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

Subject: Request for Issuance of LC Certificate

Dear [Bank Manager's Name],

I am writing to formally request the issuance of a Letter of Credit (LC) certificate for my account (Account Number: [Your Account Number]). The details of the transaction related to this LC are as follows:

- Beneficiary Name: [Beneficiary's Name]
- LC Amount: [LC Amount]
- LC Number: [LC Number]
- Date of Issue: [Date of Issue]

This LC is essential for [briefly explain the purpose, e.g., facilitating an import-export transaction, securing a trade agreement, etc.]. I would appreciate your prompt attention to this matter as it is crucial for the timely execution of my business operations.

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

Thank you for your assistance.

Sincerely,

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