

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Letter of Credit Confirmation

We are pleased to inform you that we have initiated a Letter of Credit (LC) on your behalf as per our agreement dated [insert date]. Please find the details of the Letter of Credit below:

- ****LC Number:**** [insert LC number]
- ****Issuing Bank:**** [insert issuing bank name]
- ****Amount:**** [insert amount]
- ****Beneficiary:**** [insert beneficiary name]
- ****Expiration Date:**** [insert expiration date]
- ****Terms and Conditions:**** [briefly summarize the terms]

We encourage you to review the details and confirm your acceptance at your earliest convenience. It is vital that all documents submitted align with the stipulations outlined in the LC to ensure a smooth transaction. Should you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]