

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Letter of Credit Certificate

I am writing to request the issuance of a Letter of Credit Certificate for our recent transaction pertaining to [brief description of the transaction]. As discussed, this certificate is vital for ensuring the processing of payments and securing the terms of our agreement.

The details of the transaction are as follows:

- Transaction Reference Number: [Number]
- Amount: [Amount]
- Beneficiary: [Beneficiary Name]
- Expiry Date: [Date]

Please find attached all necessary documentation related to this request.

We appreciate your prompt attention to this matter and look forward to your confirmation of the issuance of the Letter of Credit Certificate at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]