

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Request for Issuance of Letter of Credit Certificate

Dear [Recipient's Name],

I hope this message finds you well.

We are writing to formally request the issuance of a Letter of Credit (LC) certificate for our transaction with [Supplier's Name]. The details of the transaction are as follows:

- LC Number: [LC Number]
- Beneficiary: [Beneficiary Name]
- Amount: [Amount]
- Currency: [Currency]
- Expiration Date: [Expiration Date]

Please find attached all necessary documents to facilitate this process, including:

1. Purchase Order
2. Proforma Invoice
3. Terms and Conditions

We appreciate your prompt attention to this matter and look forward to receiving the LC certificate at your earliest convenience. Should you require any additional information, please do not hesitate to contact us. Thank you for your assistance.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]