

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Issuance of LC Certificate

I am writing to formally request the issuance of a Letter of Credit (LC) Certificate for the transaction involving [briefly describe the nature of the transaction]. The details of the transaction are as follows:

1. ****Buyer's Name****: [Buyer's Name]
2. ****Seller's Name****: [Seller's Name]
3. ****Transaction Amount****: [Amount]
4. ****Product/Service Description****: [Description]
5. ****Credit Terms****: [Terms]

We would appreciate your prompt attention to this matter to facilitate the timely processing of this transaction. Should you require any additional information or documentation, please do not hesitate to contact me directly.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]