

Initial CCLC Inquiry Email

Subject: Inquiry About Cash Collateralized Letter of Credit Services

Dear [Bank Relationship Manager's Name],

I hope this message finds you well. I'm reaching out to explore the possibility of establishing a Cash Collateralized Letter of Credit facility with your bank for our upcoming international trade activities. Our company, [Company Name], is planning to import [Description of Goods] from [Country] with an estimated transaction value of approximately [Currency] [Amount]. We understand that a letter of credit would be the preferred payment method for our supplier, and we're prepared to provide full cash collateral to secure this facility.

Before we proceed with a formal application, I'd appreciate information on the following:

- What is your current fee structure for cash collateralized LCs?
- What is the typical processing time from application to issuance?
- Are there any interest earnings on the collateral deposit?
- What percentage (if any) above the LC value do you require as collateral?
- Can the LC be issued in [Currency]?
- Do you have correspondent banking relationships in [Country]?
- What documentation would be required for the application?
- Are there any minimum relationship requirements with your bank?

We're looking to establish this facility within the next [Timeframe] and would value the opportunity to discuss this further. Would you be available for a meeting next week to explore how we can work together?

I can be reached at [Phone Number] or this email address. Looking forward to your response.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

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