

# Commercial Letter Of Credit

[Your Company's Letterhead]

[Date]

[Issuing Bank's Name and Address]

[City, State, Zip Code]

[Country]

[Attention: LC Department]

Subject: Commercial Letter of Credit (LC) for [Buyer's Name]

Dear Sir/Madam,

We hereby request you to issue an irrevocable commercial Letter of Credit (LC) in favor of [Seller's Name], beneficiary, in the amount of [Currency and Amount] for the following transaction:

1. LC Number: [Insert LC Number]
2. Applicant (Buyer): [Buyer's Name]
3. Beneficiary (Seller): [Seller's Name]
4. Issuing Bank: [Your Bank's Name and Address]
5. Date of Issue: [Date of Issuance]
6. Expiry Date: [Expiry Date]
7. Goods/Services Description: [Description of the goods/services being traded]
8. Invoice Number: [Invoice Number]
9. Shipment Date: [Expected Shipment Date]
10. Port of Loading: [Port of Loading]
11. Port of Discharge: [Port of Discharge]
12. Latest Date of Shipment: [Latest Date of Shipment]
13. Documentary Requirements: [List of required documents to be presented by the beneficiary]
14. Partial Shipments: [Allowed/Not Allowed]
15. Transshipment: [Allowed/Not Allowed]

16. Drawing Terms: [Specify any specific conditions related to drawing from the LC]

17. Applicable Rules: [Specify the governing rules for the LC, e.g., UCP600]

18. Charges: [Specify the charges and who bears them, e.g., all bank charges outside the issuing bank are for the account of the applicant]

19. Confirmation: [Optional: Specify if the LC should be confirmed by another bank]

All documents presented must strictly comply with the terms and conditions of this Letter of Credit.

Any discrepancies will be subject to rejection.

We kindly request your prompt attention to this matter and the issuance of the commercial Letter of Credit as per the details mentioned above.

Please feel free to contact us at [Your Contact Information] if you require any further information or clarification.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company's Name]

[Your Address]

[City, State, Zip Code]

[Country]

[Your Email Address]

[Your Phone Number]