

Request for Issuance of Letter of Credit

Subject: Request to Issue Letter of Credit

Dear [Bank Officer Name],

We request the issuance of a Letter of Credit in favor of [Beneficiary Name] for the amount of [Amount] to facilitate the import of goods specified in our agreement dated [Date]. Please ensure the terms and conditions comply with the attached purchase contract.

We appreciate your prompt action and confirm our commitment to provide all necessary documents as required.

Sincerely,

[Your Name]

[Position]

[Company Name]

[Contact Information]

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