

Revolving Letter Of Credit

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Issuing Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Revolving Letter of Credit (L/C) Application

Dear [Bank Representative/Bank Manager],

We, [Your Company Name], hereby submit this application for a Revolving Letter of Credit (L/C) in favor of [Beneficiary Name], as per the terms and conditions specified below:

1. Applicant Details:

- Name: [Your Company Name]
- Address: [Your Address]
- Contact Person: [Contact Person's Name]
- Phone: [Contact Person's Phone Number]
- Email: [Contact Person's Email Address]

2. Beneficiary Details:

- Name: [Beneficiary Name]
- Address: [Beneficiary Address]
- Contact Person: [Beneficiary Contact Name]
- Phone: [Beneficiary Contact Phone Number]
- Email: [Beneficiary Contact Email Address]

3. L/C Details:

- L/C Number: [Insert L/C Number]

- L/C Amount: [Specify the maximum amount of the L/C]
- Currency: [Specify the currency of the L/C]
- Expiry Date: [Specify the L/C's expiry date]
- Last Date of Shipment: [Specify the last date for shipment]

4. Goods/Services Description:

- [Provide a detailed description of the goods/services being provided under the L/C]

5. Terms and Conditions:

- The L/C shall be irrevocable and subject to the Uniform Customs and Practice for Documentary Credits (UCP) latest version.

- All documents required under the L/C must be presented to the issuing bank within the validity period of the L/C.

- Partial shipments and transshipment are allowed.

- All banking charges outside the issuing bank's country are to be borne by the beneficiary.

- The L/C shall automatically renew upon reaching its expiry date unless either party provides a written notice of termination at least [specify notice period, e.g., 30 days] before the expiry date.

- Any amendments to the L/C shall be valid only if they are agreed upon and signed by all parties involved.

6. Shipping and Documents:

- [Specify the shipping terms and required documents, such as bill of lading, commercial invoice, packing list, certificate of origin, etc.]

We understand and agree to abide by the terms and conditions set forth in this application. The L/C fees and charges will be debited from our account with your bank.

Please provide us with the necessary documentation and instructions to proceed with this request at your earliest convenience.

Thank you for your prompt attention to this matter. Should you require any further information, kindly contact us at the provided contact details.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Signature (if sending a physical copy)]