

# Letter of Credit Request to Bank

Subject: Request for Issuance of Letter of Credit

Dear Sir/Madam,

I am writing to formally request the issuance of a Letter of Credit in favor of our supplier, M/S Global Trading Ltd., for the purpose of importing machinery required for our production unit. The total transaction value amounts to USD 250,000, and the terms agreed with the supplier require payment via an irrevocable Letter of Credit.

We kindly request you to issue this Letter of Credit under the following terms:

- Amount: USD 250,000
- Beneficiary: Global Trading Ltd.
- Validity: 90 days from the date of issue
- Payment Terms: At sight against shipping documents

We have enclosed the proforma invoice, purchase order, and our company's trade license for your reference. Kindly debit the applicable margin and charges from our account number 123456.

We look forward to your prompt assistance.

Yours sincerely,

[Your Name]

[Your Position]

[Your Company Name]

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