

# Transfer Letter Of Credit

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Today's Date]

[Name of Issuing Bank]

[Bank Address]

[City, State, ZIP Code]

Attention: [Name of the Authorized Officer]

Letter of Credit Department

Subject: Request for Transfer of Letter of Credit

Dear [Authorized Officer's Name],

I hope this letter finds you well. I am writing to request the transfer of a Letter of Credit (L/C) issued by your esteemed institution on behalf of [Importer's Name], in favor of [Beneficiary's Name]. The details of the Letter of Credit are as follows:

1. Letter of Credit Number: [L/C Number]
2. Issue Date: [Date of Issue]
3. Expiry Date: [Date of Expiry]
4. Beneficiary: [Beneficiary's Name]
5. Applicant: [Importer's Name]
6. Amount: [Currency and Amount]
7. Description of Goods/Services: [Brief Description of Goods/Services]

The purpose of this transfer request is to facilitate the amendment of the beneficiary information and redirect the payment obligation to [New Beneficiary's Name], who will now be the entitled recipient of

the funds.

Please find below the updated beneficiary details for the Letter of Credit:

New Beneficiary Details:

Name: [New Beneficiary's Name]

Address: [New Beneficiary's Address]

City, State, ZIP Code: [City, State, ZIP Code]

Country: [Country]

We kindly request your prompt attention to this matter and request the necessary action to effect the transfer of the Letter of Credit to the new beneficiary at the earliest.

Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or via email at [Your Email Address].

Thank you for your assistance in this matter. We look forward to your swift response and the successful execution of the Letter of Credit transfer.

Sincerely,

[Your Name]

[Your Title/Designation]

[Your Company Name (if applicable)]