

[Your Company Letterhead]

[Date]

The Manager,
[Bank Name],
[Branch Name],
[Bank Address]

Subject: Application for a Revolving Letter of Credit (RLC) Facility

Dear Sir/Madam,

We, [Company Name], are writing to formally apply for a Revolving Letter of Credit (RLC) facility in the amount of [Currency and Amount] to support our ongoing import/purchase requirements for [Type of Goods/Commodities].

As our business maintains a regular procurement cycle with [Supplier Name], a revolving facility will allow us to streamline our trade operations without the need for fresh applications for every shipment. We request the facility to be governed by the following terms:

- **Facility Type:** Revolving Letter of Credit (Irrevocable)
- **Total Facility Limit:** [Amount]
- **Validity Period:** [Number of months/years]
- **Revolving Terms:** [Automatic / Subject to notice]
- **Tenor:** [Sight / Usance period]

Enclosed with this application are our latest audited financial statements, company profile, and a copy of the pro-forma invoice/contract for your review. We are prepared to provide the necessary collateral or cash margin as per the bank's requirements.

We look forward to your favorable consideration of this request. Please let us know if you require any further documentation.

Yours faithfully,

[Signature]
[Name of Authorized Signatory]
[Designation]
[Company Stamp]