

[Your Company Letterhead]

[Date]

To: [Bank Name]
[Trade Finance Department]
[Bank Address]

Subject: Application for Issuance of an Irrevocable Standby Letter of Credit (SBLC)

Dear Sir/Madam,

We hereby request you to issue an Irrevocable Standby Letter of Credit (SBLC) on our behalf as per the following details:

Applicant: [Your Company Name and Full Address]
Beneficiary: [Recipient Company Name and Full Address]
Currency and Amount: [Currency] [Amount in figures and words]
Expiry Date: [Date of Expiry]
Place of Expiry: [City, Country]
Purpose: [e.g., Security for payment / Performance Guarantee / Loan Security]

Terms and Conditions:

- The SBLC should be subject to [UCP 600 / ISP98] rules.
- Partial drawings are [Allowed / Not Allowed].
- Delivery method: [Swift / Hard Copy].
- Advising Bank: [Beneficiary's Bank Name, Branch, and SWIFT Code].

Required Documents for Drawing:

The Beneficiary may draw upon this SBLC by presenting the following documents:

1. A signed statement by the Beneficiary certifying that the Applicant has failed to meet their obligations.
2. [List any other specific documents required].

Charges:

All banking commissions and charges are for the account of [Applicant / Beneficiary].

We authorize you to debit our account number [Your Account Number] for all commissions, fees, and margin requirements associated with this issuance.

Please provide us with a draft of the SBLC for our review before final transmission.

Yours faithfully,

[Authorized Signature]

[Printed Name]

[Title/Position]

[Company Stamp]