

**Date:** [Insert Date]

**To:**

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

**Subject: Request for Issuance of Irrevocable Import Letter of Credit**

Dear Sir/Madam,

We hereby request you to issue an Irrevocable Import Letter of Credit on our behalf as per the details provided below:

- **Applicant Name:** [Your Company Name]
- **Beneficiary Name:** [Seller/Exporter Company Name]
- **Beneficiary Address:** [Seller's Full Address]
- **Currency and Amount:** [e.g., USD 00,000.00]
- **Type of Credit:** [Sight / Usance - specify days]
- **Description of Goods:** [Brief description of items]
- **Port of Loading:** [City, Country]
- **Port of Discharge:** [City, Country]
- **Latest Shipment Date:** [Insert Date]
- **Expiry Date:** [Insert Date]
- **Advise Through:** [Beneficiary's Bank Name and Swift Code]

**Required Documents:**

- Commercial Invoice (Original + copies)
- Full set of Bill of Lading / Airway Bill
- Packing List
- Certificate of Origin
- Insurance Policy/Certificate
- [Other specific documents]

Please debit all commissions and charges from our Account Number: [Your Account Number].

We have attached the formal Application Form and the Proforma Invoice (No: [Invoice Number]) for your reference. We authorize you to earmark our credit line or hold the required margin for this transaction.

Yours faithfully,

[Authorized Signature]  
[Name and Title]  
[Company Stamp/Seal]