

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Date]

[Bank Name]
[Trade Finance Department]
[Bank Address]
[City, State, Zip Code]

Subject: Application for Issuance of Irrevocable Documentary Letter of Credit

Dear Sir/Madam,

We are submitting our application for the issuance of an Irrevocable Documentary Letter of Credit (LC) for your professional processing.

The details of the request are as follows:

- **Beneficiary:** [Full Name and Address of Supplier]
- **LC Amount:** [Currency and Amount in Figures and Words]
- **Tenor:** [At Sight / Deferred Payment terms]
- **Description of Goods:** [Brief Description of Products]
- **Expiry Date:** [Date]

Please find the following documents attached for your review:

1. Completed and signed LC Application Form.
2. Copy of Proforma Invoice / Sales Contract No. [Reference Number].
3. [Any other required regulatory or internal bank documents].

Please debit the applicable commission, margins, and communication charges from our Account Number [Your Bank Account Number].

Kindly provide us with a copy of the transmitted SWIFT MT700 once the LC has been issued. Should you require any further information or clarification, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Thank you for your prompt assistance.

Yours faithfully,

[Authorized Signature]
[Printed Name and Title]
[Company Stamp]