

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

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

**Subject: Application for Issuance of a Back-to-Back Letter of Credit**

Dear Sir/Madam,

We hereby request you to issue a Back-to-Back Letter of Credit (L/C) in favor of our supplier, [Supplier/Beneficiary Name], for the amount of [Currency and Amount].

As security for this issuance, we are providing the following Master Letter of Credit received from our end buyer:

- **Master L/C Number:** [Master L/C Number]
- **Issuing Bank:** [Name of Master L/C Issuing Bank]
- **Master L/C Value:** [Currency and Amount]
- **Expiry Date:** [Date]

The details for the Back-to-Back L/C are as follows:

- **Beneficiary:** [Supplier Name and Full Address]
- **Value:** [Amount in Figures and Words]
- **Description of Goods:** [Brief Description of Goods]
- **Latest Shipment Date:** [Date]
- **Expiry Date:** [Date]
- **Port of Loading:** [Loading Port Name]
- **Port of Discharge:** [Discharge Port Name]

We authorize you to earmark the proceeds of the Master Letter of Credit mentioned above to cover the payment obligations under this Back-to-Back L/C. We also authorize you to debit our account number [Account Number] for all applicable commissions, taxes, and bank charges.

Please find enclosed the original Master Letter of Credit and the completed L/C application form for your further action.

Yours faithfully,

[Authorized Signature]  
[Printed Name]

[Title/Designation]  
[Company Stamp]