

[Applicant Name]
[Applicant Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Request for Issuance of an Irrevocable Letter of Credit

Dear [Bank Officer Name or Department],

We hereby request the issuance of an Irrevocable Letter of Credit (ILC) in favor of the beneficiary listed below. The details of the transaction are as follows:

Beneficiary Details:

Name: [Beneficiary Name]
Address: [Beneficiary Address]

Financial Details:

Amount: [Currency and Amount in Figures] ([Amount in Words])
Expiry Date: [Date]
Place of Expiration: [City/Country]

Shipment/Transaction Details:

Description of Goods/Services: [Brief Description]
Port of Loading/Dispatch: [Location]
Port of Discharge/Destination: [Location]
Latest Shipment Date: [Date]

Required Documents:

Commercial Invoice
 Bill of Lading / Airway Bill
 Packing List
 Certificate of Origin
 Insurance Certificate
 Other: [Specify]

Terms and Conditions:

Partial Shipments: [Allowed/Not Allowed]
Transshipment: [Allowed/Not Allowed]
Confirmation: [Required/Not Required]

Please debit our account number [Account Number] for all commissions, fees, and expenses related to the issuance of this Letter of Credit. We agree to be bound by the Uniform Customs and Practice for Documentary Credits (UCP 600).

Please notify us once the Letter of Credit has been transmitted to the advising bank.

Sincerely,

[Authorized Signature]

[Printed Name]

[Title/Position]