

[Date]

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

Subject: Request for Issuance of Irrevocable Commercial Letter of Credit

Dear Sir/Madam,

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

1. Applicant Details:

Name: [Your Company Name]
Address: [Your Full Address]

2. Beneficiary Details:

Name: [Supplier/Seller Name]
Address: [Supplier Full Address]

3. Credit Information:

Currency and Amount: [e.g., USD 00,000.00]
Tolerance: [e.g., +/- 5% in amount and quantity]
Expiry Date: [Date]
Place of Expiry: [City/Country]

4. Shipment Terms:

Partial Shipments: [Allowed / Not Allowed]
Transshipment: [Allowed / Not Allowed]
Latest Date of Shipment: [Date]
Port of Loading: [Name of Port/Airport]
Port of Discharge: [Name of Port/Airport]

5. Description of Goods/Services:

[Insert brief description of goods including quantity, unit price, and Incoterms, e.g., FOB, CIF]

6. Required Documents:

- Commercial Invoice (original and [X] copies)
- Full set of clean "On Board" Bill of Lading / Airway Bill
- Packing List
- Certificate of Origin
- Insurance Policy/Certificate (if applicable)
- [Other specific documents]

7. Charges:

All banking charges outside the issuing bank are for the account of the [Beneficiary/Applicant].

Please debit our account number [Your Account Number] for all commissions and expenses related to this issuance.

Sincerely,

[Authorized Signature]

[Name and Title]

[Company Name]