

[Date]

To: [Bank Name]
[Branch Address]
[City, State, Zip Code]

Subject: Application for Issuance of Irrevocable Letter of Credit (LC)

Dear Sir/Madam,

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

- 1. Applicant:** [Your Company Name and Address]
- 2. Beneficiary:** [Supplier Name and Address]
- 3. Currency and Amount:** [Currency Code] [Amount in Figures and Words]
- 4. Type of LC:** [e.g., At Sight / Usance (Specify Days)]
- 5. Advising Bank:** [Beneficiary's Bank Name and Address]
- 6. Port of Loading:** [Name of Port/Airport]
- 7. Port of Discharge:** [Name of Destination Port/Airport]
- 8. Description of Goods:** [Brief description and quantity of goods]
- 9. Incoterms:** [e.g., FOB, CIF, CFR]
- 10. Shipment Date:** Latest date of shipment [Date]
- 11. Expiry Date:** [Date] at the counters of [Name of Bank/Country]

Required Documents:

- Signed Commercial Invoice (Original + [Number] copies)
- Full set of clean "On Board" Bill of Lading / Airway Bill
- Packing List
- Certificate of Origin
- Insurance Policy/Certificate (if applicable)
- [List any other required documents]

Additional Instructions:

- Partial shipments: [Allowed / Not Allowed]
- Transshipment: [Allowed / Not Allowed]
- Bank charges: All banking charges outside the issuing bank are for the account of [Applicant / Beneficiary].

Please debit our account number [Your Account Number] for the margin, commission, and all related charges regarding this issuance.

Yours faithfully,

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