

[Sender's Company Name]
[Address Line 1]
[Address Line 2]
[Date]

[Bank Name]
[Trade Finance Department]
[Bank Address]

Subject: Issuance of Irrevocable Documentary Letter of Credit

Dear Sir/Madam,

We hereby submit our application for the issuance of an Irrevocable Documentary Letter of Credit with the following details:

- **Applicant:** [Full Company Name and Address]
- **Beneficiary:** [Supplier Name and Address]
- **Currency and Amount:** [e.g., USD 00,000.00]
- **Expiry Date:** [Date]
- **Place of Expiry:** [Country]
- **Tenor:** [e.g., At Sight / 90 Days from B/L Date]

Please find the following documents attached for your processing:

1. Completed and signed LC Application Form.
2. Proforma Invoice / Sales Contract No: [Number].
3. [Any other required document, e.g., Insurance Certificate].

Please debit our account number [Account Number] for all applicable issuance commissions and bank charges. Once the Letter of Credit is issued, please provide us with the swift copy for our records and notify the beneficiary via their advising bank.

Should you require any further information, please contact [Contact Person Name] at [Phone Number/Email].

Yours faithfully,

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