

Date: [Insert Date]

To:

[Applicant Name/Company Name]

[Address Line 1]

[Address Line 2]

Subject: Approval for Issuance of Import Letter of Credit

Dear [Contact Person Name],

We are pleased to inform you that your application for the issuance of an Import Letter of Credit (LC) has been approved. The details of the approved facility are as follows:

- **LC Reference Number:** [Insert Number]
- **LC Amount:** [Currency] [Amount]
- **Beneficiary:** [Exporter Name and Address]
- **Expiry Date:** [Insert Date]
- **Port of Loading:** [Insert Port]
- **Port of Discharge:** [Insert Port]
- **Tenor:** [e.g., At Sight / 90 Days Usance]

Terms and Conditions:

1. The LC is subject to the Uniform Customs and Practice for Documentary Credits (UCP 600).
2. A cash margin of [Percentage]% has been blocked against your account [Account Number].
3. Issuance fees and commissions will be debited as per the standard schedule of charges.
4. All shipping documents must strictly comply with the terms stipulated in the LC instrument.

Please find the draft copy of the LC attached for your final review. Upon your written confirmation, we will proceed with the transmission via SWIFT to the advising bank.

Should you require any further clarification, please contact your Relationship Manager.

Yours faithfully,

[Authorized Signature]

[Name of Bank Official]

[Designation]

[Bank Name]