

[Beneficiary Name]
[Beneficiary Address]
[City, State, Zip Code]
[Date]

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

Subject: Instruction to Confirm Letter of Credit Number [LC Number]

Dear Sir/Madam,

We, [Beneficiary Name], are the beneficiary of the above-mentioned Letter of Credit issued by [Issuing Bank Name] in the amount of [Currency and Amount].

We hereby instruct [Confirming Bank Name] to add your confirmation to this Letter of Credit. By doing so, we understand that your bank undertakes an irrevocable commitment to honor a complying presentation, independent of the issuing bank's obligation.

Regarding the associated costs, please proceed as follows (select one):

- All confirmation charges are for the account of the Applicant.
- All confirmation charges are for our account (the Beneficiary). Please debit our account number [Account Number] for these fees.

Please notify us in writing once the confirmation has been formally added to the instrument. Should you require any further documentation or information to complete this request, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Authorized Signature]
[Printed Name]
[Job Title]