

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Subject: Request for Silent Confirmation of Letter of Credit No. [L/C Number]

Dear [Contact Person Name or Trade Finance Department],

We have received an irrevocable Letter of Credit (L/C) issued by [Name of Issuing Bank], located in [Country], in the amount of [Amount and Currency] in our favor. A copy of the L/C is attached for your reference.

We hereby request that your bank provide a silent confirmation for this Letter of Credit. We understand that this confirmation is being added without the knowledge or formal request of the Issuing Bank.

By providing this silent confirmation, we request that you agree to:

- Negotiate or purchase documents presented under this L/C, provided they strictly comply with all terms and conditions.
- Assume the credit risk of the Issuing Bank and the political risk of the Issuing Bank's country.

Please inform us of your terms and conditions for this service, including the applicable confirmation fees and any other charges. We authorize you to debit our account number [Your Account Number] for any agreed-upon fees.

We look forward to your prompt response regarding this request.

Sincerely,

[Authorized Signature]
[Name and Title]
[Contact Phone/Email]