

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

To:
The Trade Finance Department
[Advising/Confirming Bank Name]
[Bank Address]

Subject: Request for Confirmation of Letter of Credit

Dear Sir/Madam,

We are the beneficiaries of the following Letter of Credit (LC) and hereby request your bank to add your confirmation to this instrument:

- **LC Number:** [Enter LC Number]
- **Issuing Bank:** [Enter Name of Overseas Issuing Bank]
- **LC Amount:** [Enter Currency and Amount]
- **Expiry Date:** [Enter Expiry Date]

We agree to pay all applicable confirmation fees, commissions, and standard bank charges associated with this request. Please debit these charges from our account number [Enter Account Number] or advise us of the amount due.

Kindly notify us once the confirmation has been added and provide the formal advice of the credit.

Thank you for your assistance in this matter.

Sincerely,

[Authorized Signature]
[Name and Title]
[Contact Phone Number]