

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

[Bank Name]
[Trade Finance Department]
[Bank Address]
[City, State, Zip Code]

Subject: Request to Add Confirmation to Letter of Credit Number [LC Number]

Dear Sir/Madam,

We are the beneficiaries of the following Letter of Credit:

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

We hereby formally request [Your Bank Name] to add your confirmation to this Letter of Credit. We wish to mitigate the credit and sovereign risks associated with the issuing bank and its jurisdiction.

Please advise us once the confirmation has been added. We agree to bear all applicable confirmation fees and banking charges as per our existing fee schedule with your institution. Please debit these charges from our account number: [Your Account Number].

Attached is a copy of the operative instrument for your review.

Should you require any further information or documentation to process this request, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Thank you for your prompt assistance in this matter.

Sincerely,

[Authorized Signature]
[Full Name]
[Job Title]
[Company Seal/Stamp]