

[Company Letterhead / Sender's Name]
[Address Line 1]
[Address Line 2]
[Date]

[Bank Name]
[Trade Finance Department]
[Bank Address]
[City, Postcode]

Subject: Instruction to Add Confirmation to Letter of Credit

Dear Sir/Madam,

With reference to the Letter of Credit (LC) detailed below, we hereby formally instruct you to add your confirmation to this instrument:

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

By adding your confirmation, we understand that your bank undertakes to negotiate/honor compliant documents and assumes the credit and political risk of the issuing bank and its country.

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

- ☐ Debit our Account Number [Insert Account Number] for all confirmation fees and related charges.
- ☐ Collect all confirmation fees and charges from the Beneficiary.

Please notify us immediately once the confirmation has been added and the LC is ready for advising/negotiation.

Yours faithfully,

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