

head>

[Your Company Letterhead]

[Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Subject: Request for Confirmation of Irrevocable Letter of Credit - [Purchase Order Number]

Dear [Contact Person Name],

With reference to our Purchase Order [Number] dated [Date], we are in the process of issuing an Irrevocable Letter of Credit (LC) in your favor for the amount of [Currency and Amount].

To ensure maximum security for this transaction and to comply with our internal financial requirements, we kindly request that this Letter of Credit be **confirmed** by a first-class international bank in your country.

Please provide us with the following information to facilitate the issuance:

- Name of your preferred Confirming Bank
- Swift Code of the Confirming Bank
- Full address of the Confirming Bank branch

Please note that all confirmation charges and related banking fees outside the applicant's country are to be borne by [the Beneficiary / the Applicant], as per our previous agreement.

Kindly confirm your agreement to this request so we may instruct our issuing bank, [Name of Your Bank], to proceed accordingly.

We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]