

Date: [Insert Date]

To:

[Bank Name]

[Trade Finance Department]

[Bank Address]

[City, Country]

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

Dear Sir/Madam,

We, [Company Name], hereby request your bank to add your confirmation to the following Letter of Credit:

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

By adding your confirmation, we understand that your bank undertakes an irrevocable commitment to honor a complying presentation, in addition to the undertaking of the Issuing Bank.

We authorize you to debit our account number [Insert Account Number] for all applicable confirmation fees, commissions, and any other related bank charges.

Please notify us once the confirmation has been added and advise the beneficiary accordingly.

Yours faithfully,

[Authorized Signature]

[Printed Name and Title]

[Company Stamp/Seal]