

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

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

URGENT: Request for Confirmation of Letter of Credit

Dear Trade Finance Manager,

We are the beneficiaries of the following Letter of Credit (LC):

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

We formally request that your bank adds its confirmation to this Letter of Credit as per our previous agreement. Due to upcoming shipping deadlines and the urgency of the underlying trade transaction, we require this confirmation to be processed immediately.

Please notify us via email at [Your Email Address] or by phone at [Your Phone Number] as soon as the confirmation has been added and advise us of any applicable fees to be debited from our account [Insert Account Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]
[Full Name]
[Job Title]