

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

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Request for Confirmation of Irrevocable Letter of Credit

Dear [Contact Person Name or Department],

We formally request that your institution add its confirmation to the following Irrevocable Letter of Credit:

- **LC Reference Number:** [Insert Number]
- **Issuing Bank:** [Insert Issuing Bank Name]
- **Applicant:** [Insert Buyer/Applicant Name]
- **Beneficiary:** [Insert Your Company Name]
- **Amount:** [Insert Currency and Amount]
- **Expiry Date:** [Insert Date]

By confirming this Letter of Credit, we understand that [Bank Name] undertakes to honor drafts or documents presented in compliance with the terms and conditions stipulated in the original credit, regardless of the issuing bank's ability to pay.

Please advise us once the confirmation has been added. All applicable confirmation fees and charges should be [debited from our account number: XXXXXXXXX / charged to the applicant as per the LC terms].

Attached is a copy of the Letter of Credit for your review. Should you require further documentation or information, please contact [Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Printed Name]
[Title/Position]