

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

To:

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

Subject: Advice and Confirmation of Irrevocable Letter of Credit No: [LC Number]

Dear Sir/Madam,

We have been requested by **[Issuing Bank Name]**, located in **[Issuing Bank City/Country]**, to advise you that they have issued an Irrevocable Letter of Credit in your favor for the account of **[Applicant/Buyer Name]**, up to an aggregate amount of **[Currency and Amount in Figures]** (say **[Amount in Words]**).

This Letter of Credit is available by your drafts drawn at **[Sight/Number of Days]** on us, accompanied by the following documents:

- [Document 1, e.g., Signed Commercial Invoice]
- [Document 2, e.g., Full set of Bill of Lading]
- [Document 3, e.g., Packing List]
- [Document 4, e.g., Certificate of Origin]

Confirmation:

At the request of the Issuing Bank, we hereby add our confirmation to this Letter of Credit. We undertake that all drafts drawn and presented in strict conformity with the terms and conditions of this credit will be duly honored by us upon presentation at our counters on or before **[Expiry Date]**.

This credit is subject to the Uniform Customs and Practice for Documentary Credits (2007 Revision), International Chamber of Commerce Publication No. 600 (UCP 600).

Please examine the attached original Letter of Credit carefully. If you find any terms or conditions that you cannot comply with, please contact the applicant immediately to arrange for an amendment.

Yours faithfully,

[Authorized Signature]
[Name and Title]
[Bank Name]