

[Date]

[Bank Name]

[Letter of Credit Department]

[Bank Address]

[City, State, Zip Code]

**RE: Request for Funds Disbursement**

**Letter of Credit Number:** [LC Number]

**Beneficiary:** [Beneficiary Name]

**Amount:** [Currency and Amount]

To the Letter of Credit Department,

Pursuant to the terms and conditions of the above-referenced Commercial Letter of Credit, we hereby request the disbursement of funds in the amount of [Amount].

We certify that all required documentation, as specified in the Letter of Credit, is attached herewith, including:

- Original Letter of Credit and any amendments
- Commercial Invoice No. [Invoice Number]
- Bill of Lading / Transport Document
- [Additional Required Document 1]
- [Additional Required Document 2]

Please remit the funds via wire transfer to the following account:

**Bank Name:** [Beneficiary Bank Name]

**Bank Address:** [Beneficiary Bank Address]

**SWIFT/BIC Code:** [Swift Code]

**Account Name:** [Account Holder Name]

**Account Number/IBAN:** [Account Number]

All banking charges related to this disbursement are to be settled as per the instructions in the Letter of Credit.

Sincerely,

[Authorized Signature]

[Printed Name]

[Title]

[Company Name]