

[Your Company Letterhead/Header]

[Date]

To: [Advising/Confirming Bank Name]  
[Bank Branch Address]  
[City, State, Zip Code]

**Subject: Request for Payment Realization under Confirmed Letter of Credit**

Dear Sir/Madam,

We are submitting the shipping documents for negotiation and payment realization against the following Confirmed Letter of Credit:

- **LC Number:** [Insert LC Number]
- **LC Issue Date:** [Insert Date]
- **Issuing Bank:** [Insert Issuing Bank Name]
- **Confirming Bank:** [Insert Your Bank Name]
- **Invoice Number:** [Insert Invoice Number]
- **Invoice Amount:** [Insert Currency and Amount]
- **Beneficiary:** [Your Company Name]

As this is a Confirmed Letter of Credit, we request you to negotiate the documents and credit the net proceeds to our account as per the details below:

- **Account Name:** [Insert Account Name]
- **Account Number:** [Insert Account Number]
- **IBAN/SWIFT Code:** [Insert Code]

We certify that all documents are strictly in compliance with the terms and conditions of the Letter of Credit. Please acknowledge receipt of these documents and notify us once the funds have been credited.

Thank you for your prompt assistance.

Sincerely,

[Signature]  
[Authorized Signatory Name]  
[Title/Position]  
[Company Name]