

[Exporter Letterhead]

Date: [Insert Date]

To,
The Branch Manager,
[Bank Name],
[Bank Address],
[City, State, Zip Code]

Subject: Forwarding of Export Credit Guarantee/Insurance Application

Dear Sir/Madam,

We are submitting herewith our application for an Export Credit Guarantee/Insurance Policy for the following shipment/contract:

- **Buyer Name:** [Insert Name]
- **Destination Country:** [Insert Country]
- **Invoice/Contract Number:** [Insert Number]
- **Shipment Value:** [Insert Amount and Currency]
- **Expected Date of Shipment:** [Insert Date]

Enclosed are the following supporting documents for your review and processing:

1. Completed Application Form
2. Copy of Export Order/Contract
3. Buyer Credit Report (if applicable)
4. [List any other required documents]

We request you to kindly endorse this application and forward it to the [Name of Credit Guarantee Corporation/ECGC] at the earliest to ensure timely coverage of our export risk.

Please debit the applicable premium and processing fees from our account number [Insert Account Number] maintained with your branch.

Thanking you,

Yours faithfully,

For [Company Name]

[Authorized Signatory Name]
[Designation]
[Company Seal]