

[Applicant Name]
[Applicant Address]
[City, State, Zip Code]
[Date]

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

Subject: Application for Issuance of Irrevocable Letter of Credit

Dear Sir/Madam,

We hereby request you to issue an Irrevocable Letter of Credit (LC) on our behalf as per the following details:

- **Type of LC:** [Irrevocable / Transferable / Confirmed]
- **Beneficiary Name:** [Seller/Exporter Name]
- **Beneficiary Address:** [Seller/Exporter Address]
- **Currency and Amount:** [Currency Code and Amount in Figures and Words]
- **Expiration Date:** [Date]
- **Place of Expiry:** [Country/Bank Name]
- **Advising Bank:** [Beneficiary's Bank Name and Address]
- **Description of Goods/Services:** [Detailed Description]
- **Port of Loading:** [Loading Port Name]
- **Port of Discharge:** [Destination Port Name]
- **Latest Shipment Date:** [Date]
- **Partial Shipments:** [Allowed / Not Allowed]
- **Transshipment:** [Allowed / Not Allowed]

Documents Required:

- Commercial Invoice (Original and [Number] copies)
- Full set of clean "On Board" Bill of Lading
- Packing List
- Certificate of Origin
- Insurance Policy/Certificate
- [List any other required documents]

All banking charges outside the issuing bank are for the account of the [Applicant/Beneficiary].

Please debit our account number [Account Number] for all commissions, margin requirements, and expenses related to this issuance.

Yours faithfully,

[Authorized Signature]

[Printed Name]

[Title/Position]

[Company Stamp]