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Letter of Credit Format

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**Introduction**

The letter of credit format is different for each type of letter. These are to be written in professional tone. The format contains the introduction, name, address, date, subject, salutation, main body and finally the closing part of the letter. This format has to be followed to make the letter impressive and effective.

**Letter of Credit Format Tips**

Some tips to write a good letter of credit format

* The format has to be very simple. The format should not be the same for all kinds of letters like personal or official letters.
* Write the important points that have to be kept in mind while writing any kind of letter.
* You have to mention all the details in the letter like the terms and conditions, the due date, the amount etc. You have to write about the due date extension also.

Sample Letter of Credit Format

From

\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

To

\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_

Subject – letter of credit format

Dear Sir/ Madam

This is to inform you that Bank of Maharashtra issues an irrevocable credit in your name for an amount of $50000/- This amount is payable on sight and the letter of credit is issued according to your request/s S.L. Enterprises has got right to privilege the amount drawn as per the accepted terms and conditions as mentioned in the Contract by the exporter’.

This letter of credit is valid till 30.05.2013.And kindly note that this expiry date will not be extended unless the bank gives a notice in writing to do so. Kindly note that this letter of credit is as per the Standard Customs and Practice for Documentary Credits, 2008 Version National Chamber of Commerce Publication, No. 590.We hope that you agree to all the terms and conditions specified and act accordingly.

Sincerely yours,

Name

Bank name

Thanking You.

Name

# Letter of Credit Format Template

# From

# \_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Date

# To

# \_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_

# Subject – \_\_\_\_\_\_\_(mention the purpose)

# Dear Sir/ Madam

# I am (\_\_\_\_\_\_) name writing this letter to you in support of (\_\_\_\_\_\_\_\_\_) name of the bank. You are hereby informed that our bank has issued a credit of letter in your name for Rs. $50000/-.We are issuing this letter to you as you have given a request. The letter has validity till 30.05.2013.This expiry date will not get extension unless the bank gives it in writing. If the bank gives a notice in writing for extending the date, then the date will be extended as per the rules and regulations specified.

# Please note that this credit letter isconsistent with the Standard Customs and Practice for Documentary Credits, 2008 Version National Chamber of Commerce Publication, No. 590.We hope that you will follow the rules and regulations and follow the same.

# Sincerely yours,

# Thanking you

# Name

# Signature

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