

# Letter of Credit

Date: \_\_\_\_\_

LETTER OF CREDIT (GENERAL)

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

Sir:

We hereby agree to accept and pay at maturity any draft or drafts on us, at sight, issued by \_\_\_\_\_, of \_\_\_\_\_, to the extent of \$ \_\_\_\_\_ (\_\_\_\_\_ & \_\_\_\_\_/100 dollars), and negotiated through your bank.

Most respectfully yours,

\_\_\_\_\_

\_\_\_\_\_ by: \_\_\_\_\_

## Letter of Credit Review List

This review list is provided to inform you about this document in question and assist you in its preparation. A L/C is a standard document to provide for guaranteed payment. This document will suffice.

1. Make multiple copies. Give one to each related party and keep one with the transaction file involved.