(to be printed on Company’s letterhead)

Date:……………………………

To

The Manager

Trade Finance Ops

Al Salam Bank Bahrain B.S.C.

Subject: Issuance of Letter of Credit favoring (…..Beneficiary Name...…) for (…….Amount in numbers and wording…00)

Dear Sir,

We kindly request you to issue a Letter of Credit favoring (…..Beneficiary Name...…) for (…….Amount in numbers and wording…….) as per the LC application submitted against (……... %) margin. We hereby authorize you Al Salam Bank Bahrain B.S.C. to debit our account no………………………….... with (……... %) of the LC amount as margin and including your LC charges.

Thanking you,

Regards,

For (……………..Applicant’s Name…………..)

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 Authorized signatories & Stamp