

STANDBY LETTER OF CREDIT FORMAT  
*Seller Corporation*

(DATE)

LETTER OF CREDIT NO. \_\_\_\_\_

ADVISING BANK:

Bank Name  
Attn Letter of Credit Dept  
Local Address  
City, State, Zip Code  
USA

BENEFICIARY:

*Seller Corporation*  
*Local Address*  
*PO Box XXX*  
*City, State, Zip Code*  
*USA*

Gentlemen:

We hereby establish our Irrevocable Standby Letter of Credit No. \_\_\_\_\_  
in Beneficiary's favor for account of \_\_\_(Bill To Customer)\_\_\_\_\_  
up to the aggregate sum of USD (US\$ \_\_\_\_\_) expiring on \_\_\_ (12 months from  
date of issue)\_\_\_\_\_ at the counters of \_\_\_(Issuing Bank)\_\_\_\_\_ available by payment  
against Beneficiary's draft(s) drawn on \_\_\_(Issuing Bank)\_\_\_\_\_ at sight, accompanied by:

1. A statement purportedly signed by an authorized representative of the Beneficiary certifying that:

"I, the undersigned, an authorized representative of the Beneficiary, *Seller Corporation* hereby certify that \_\_\_(Bill To Customer)\_\_\_\_\_ has failed to pay invoice(s) which have remained outstanding for longer than \_\_\_\_\_ days after their due date and are now due and payable."

2. Copy of invoice(s) marked "UNPAID."

SPECIAL CONDITIONS:

Multiple and partial drawings are permitted.

ANY DRAFT DRAWN UNDER THIS CREDIT MUST BE MARKED "DRAWN UNDER  
IRREVOCABLE STANDBY LETTER OF CREDIT NO. \_\_\_\_\_ ISSUED BY  
\_\_\_\_\_(Issuing Bank)\_\_\_\_\_."

THIS LETTER OF CREDIT IS SUBJECT TO LATEST REVISION OF THE UNIFORM CUSTOMS  
AND PRACTICE FOR DOCUMENTARY CREDITS OF THE INTERNATIONAL CHAMBER OF  
COMMERCE

WE HEREBY ENGAGE WITH YOU THAT DRAFTS DRAWN AND IN COMPLIANCE WITH THE  
TERMS OF THIS CREDIT, WILL BE DULY HONORED ON PRESENTATION TO US AT  
\_\_\_\_\_(Issuing Bank)\_\_\_\_\_ ON OR BEFORE THE EXPIRATION DATE.