

# Purchase Order Letter of Credit

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**December 30, 2024**

**Lucas Bennett**

**Global Trade Supplies**

456 Commerce Road  
Trade Town, CA 90210

**Subject:** Purchase Order Letter of Credit

Dear Lucas Bennett,

I hope this letter finds you well. I am writing on behalf of Bright Horizons Enterprises to confirm the issuance of a Letter of Credit (LC) as part of the purchase order agreement for the supply of goods and services as discussed. This letter outlines our intent to establish the Letter of Credit to facilitate the secure and timely completion of the transaction between our organizations.

The details of the purchase order and associated terms are as follows:

**Order Details:**

- **Product:** Industrial-Grade Solar Panels
- **Model:** EcoPower 5000
- **Quantity:** 50 units
- **Unit Price:** \$1,200 per unit
- **Total Value:** \$60,000

**Delivery Terms:**

- **Delivery Address:** Bright Horizons Enterprises, 789 Innovation Avenue, Metro City, NY 10101
- **Delivery Date:** February 15, 2025
- **Incoterms:** FOB (Free on Board)

**Letter of Credit Terms:**

- **Amount Covered:** \$60,000
- **Issuing Bank:** First National Bank, Metro City Branch
- **Beneficiary Bank:** Trade Alliance Bank, Trade Town Branch
- **LC Validity Period:** February 1, 2025 – March 15, 2025
- **Type of LC:** Irrevocable and Confirmed
- **Payment Terms:** Payment will be released upon the submission of the following documents:
  1. Commercial Invoice
  2. Packing List
  3. Bill of Lading
  4. Certificate of Origin
  5. Warranty Certificate

**Instructions to Supplier:**

Please ensure all required documents are prepared accurately and submitted to the

beneficiary bank within the validity period of the Letter of Credit. Any discrepancies or delays in documentation submission may impact the payment process.

**Next Steps:**

The Letter of Credit will be issued within five business days following the receipt of your formal acceptance of this agreement. Kindly confirm your acknowledgment of this letter and provide any additional details required for the issuance of the LC.

**Contact Information:**

For any questions or clarifications regarding this order or the Letter of Credit terms, please feel free to contact me directly via email or phone.

We value the opportunity to work with Global Trade Supplies and trust in your ability to deliver high-quality products as per our requirements. We look forward to the successful fulfillment of this order and continuing our collaboration in the future.

Thank you for your attention to this matter.

Sincerely,

Sophia Carter

Procurement Manager

Bright Horizons Enterprises