

Bank Comfort Letter

To be completed on buyer's official bank letterhead.

Date:
Bank name:
Address:
Telephone:
Fax:
SWIFT:
Telex:
IBAN:
Account Number:
Account name:

Addressed to Seller or Seller's Mandate:

We, (*Bank Name and Branch*) and the undersigned Bank Officers, hereby confirm with full responsibility that the amount of US\$xxx.xx (*US Dollars in numerals, then written word amount in US Dollars*) is reserved in this bank at the request of (*Company Trading Name*) for the finalization of the Contract for the purchase of (*Insert details of order*) and the total value of US\$xxxx.xx (*US Dollars in numerals, then written word amount in US Dollars*) United States Dollars.

These funds are available for the purchase of the above identified product. In this regard the funds can be converted into a Confirming, Revolving, Divisible, Irrevocable, Fully Transferable and callable Letter of Credit confirmed 100% at sight as per contract. In issuing this statement, the bank recognises their liability in accordance with the terms of the contract in issuing the financial instruments in favour of the seller should the contract proceed.

1. This is to confirm our mutual clients (*insert name of Buyer*) maintain a banking account (*insert account number*) with us.
2. At their instructions we (*insert name of Bank*) with full authority and mandate hereby confirm that the said clients are willing and financially able to initiate the process of purchasing of (*insert quantity*) tonnes of (*insert product name*) for the price of (*insert price/mt*) during the next (*insert months of duration*) and for the total value of (*insert US Dollar amount*).
3. We certify that our clients named above have sufficient funds and/or have credit line with our bank to complete the proposed transaction within the time period shown above.
4. Our clients hereby give authority to the Sellers to procure usual Banker's References, our Bank Officer (*insert name and direct phone number of Bank Officer*) is already instructed to cooperate with your inquiry.

This Bank Comfort Letter can be verified and authenticated on Bank to Bank bases by SWIFT through the normal banking procedures and practices.

Name of Bank Officer #1:

Name of Bank Officer #2:

Title:

Title:

Signature:

Signature:

Bank Seal:

Bank Seal: