

**Sample Bank Comfort Letter (BCL)**  
**(On Buyer's Bank Letter Head)**  
**(Including all details such as Address, Telephone, Facsimile, E-Mail, etc.)**

**Bank Comfort Letter (BCL)**

Date: (Day, Month, Year)  
To:

Dear

This is to confirm that our mutual clients (namely) maintain a banking account with us and is in good standing with our bank.

At their instructions we, (full name of the bank), with full authority and mandate hereby confirm that the said client is ready, willing and financially able to initiate the process of purchasing of (requested product quantity) for the price of USD (price per metric ton) during the next (duration of contract) month(s) / year(s) and for the total value of USD (total contract value) subject to the seller, completing the Sales and Purchase Contract.

We, (buyer's bank), confirm our ability to issue in due course and after the signing of the Purchase Contract, required (type of Letter of Credit) Letter of Credit on behalf of our client and for the benefit of the seller, with full assurance for the full amount of the contract.

We certify that our client named above has sufficient funds and / or have credit facilities with our bank to complete the proposed transaction within the time period outlined in the above referenced contract.

Our client hereby gives authority to the seller to procure usual banker's references from our bank officer (full name of bank officer), whose direct phone number is .....

Yours sincerely

Signed by a senior level bank officer: .....

Full name of the signatory: .....

Designation of the signatory: .....

Clients' Name as written in account: .....

Account No / IBAN: .....

Bank Telephone No: .....

Bank's Fax No: .....

Bank SWIFT / Sort Code: .....

Bank stamp / seal: .....