

# **SAMPLE - IRREVOCABLE STANDBY LETTER OF CREDIT**

**(NOTE: FORM MAY VARY, SUBSTANCE MAY NOT)**

## **BANK LETTERHEAD**

### **IRREVOCABLE STANDBY LETTER OF CREDIT**

TO: ENGINEERING & CONSTRUCTION DEPARTMENT  
COMMISSIONERS OF PUBLIC WORKS  
103 ST PHILIP STREET  
CHARLESTON, SC 29403

EFFECTIVE DATE \_\_\_\_\_  
AMOUNT OF LETTER OF CREDIT \$ \_\_\_\_\_  
DEVELOPER \_\_\_\_\_  
CWS PROJECT NUMBER \_\_\_\_\_  
CWS PROJECT NAME \_\_\_\_\_  
LETTER OF CREDIT NUMBER \_\_\_\_\_

To Whom It May Concern:

We hereby establish our "Irrevocable Standby Letter of Credit" in your favor, available by your draft(s) at sight, drawn on (Name of Bank issuing this Standby letter of Credit) accompanied by a manually signed statement that the signer is "an authorized Officer or representative of the Commissioners of Public Works of the City of Charleston, South Carolina (Commissioners). Each Draft shall include the following documentation:

- a) A copy of the original Letter of Credit, together with any amendments, and
- b) A sight draft drawn by the Commissioners

Drafts must be presented for honor at our bank on or before the expiration date of this letter, (Expiration Date), which shall be not less than Two (2) Years from the Effective Date of this letter.

This Letter of Credit shall be governed by the International Chamber of Commerce (ICC) Uniform Customs and Practice for Documentary Credits, 2007 Revision UCP 600 or most current revision in force on the date of issuance. This Letter of Credit shall also be governed by the laws of the State of South Carolina. In the event of any conflict, the laws of the State of South Carolina will control.

We hereby agree with the Beneficiary that all drafts drawn under and in compliance with the terms of this Letter of Credit will be duly honored upon presentation of the above documents at our bank on or before the expiration date. If the Commissioners has not drawn the full amount of this Letter of Credit prior to the Expiration Date, the Expiration Date shall be automatically extended for a period of sixty (60) days from the Expiration Date, unless the Issuer notifies the Commissioners in writing at least sixty (60) days prior to the Expiration Date that the issuer elects not to extend this Letter of Credit. If the Issuer elects not to extend this Letter of Credit, any unused amount of the credit shall be available to the Commissioners upon presentation of the required draft documentation prior to the Expiration Date.

Very truly yours,

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Typed Name and Title)

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