

*Should be submitted on buyer's bank letterhead showing full corporate name, branch, registration number, relevant account name, relevant account number, BIC & IBAN, address, telephone, fax and email address.*

*(Not more than 5 banking days old)*

**Bordon Ltd**  
19 Cambridge Street  
Leicester, LE3 0JQ  
UK.

Date: ....

Dear Sir,

Bank Comfort Letter (BCL)

I/We, the undersigned officer(s) (title) ..... (name) ..... representing ..... (name of bank & branch) .... with full bank responsibility and liability on behalf of our account holder, hereby confirm that the sum of ... (USD/other currency in words) .... is reserved at the request of ... (buyer's name) ... for the completion of a purchase contract of ... (product name and quantity) during the next ... (period of time).

We understand that the shipment face value of the required ... (state payment\_option) payable at sight is ... (USD/other currency in words) per month and the total value of the transaction for ... (period of contract in months) will be ... (USD/other currency in words).

We certify that ... (buyer's name) has sufficient funds or line of credit with our bank to complete the above transaction, we hereby authorise bank verification and authentication.

Bank Officer (1) (Designation)

Signature .....

Title Name .....

Date .....

Bank Officer (2) (Designation)

Signature .....

Title Name .....

Date .....