**BUYER'S LETTERHEAD**

**(This document should be made on the official letterhead of the Company**

**that issues the Letter of Request)**

Ref. No:

Issue Date:

Validity:

**Vigil Export Import Trading Ltd**

18 D2, block A, Cagdas Str., Darussafaka

Sariyer, Istanbul, 34457 Türkiye

E-mail: info@vigiltrading.com

**LETTER OF REQUEST**

We, **Company Name**, represented by Position Mr./Mrs. Name Surname, acting on the basis of the Charter / Power of Attorney number/date, hereby declare and confirm with full legal and corporate responsibility and under penalty of perjury that we are ready, willing and able to purchase the following commodity as specified below and that funding is available to fulfill the obligations of this transaction.

|  |  |
| --- | --- |
| **COMMODITY:** | |
| **Product:** | Please specify here **Full Name of the Product** |
| **Dimensions:** | Please specify here dimensions of the product |
| **Areas of use:** | Please specify here areas of use of the product |
| **Wood species:** | Please specify here wood species of the product (Pine/Spruce/Birch, etc.) |
| **Grade/Surface type:** | Please specify here grade or surface type of the product (if any) |
| **Moisture:** | Please specify here moisture of the product (18±2% / 5-10%, etc.) |
| **Packaging:** | Please specify here packaging of the product (In bundles, etc.) |
| **Quantity:** | Please specify here trial batch and total quantity of the product |
| **Delivery schedule:** | Please specify here estimated delivery schedule |
| **Shipping terms:** | Please specify here desired delivery basis or the buyer's warehouse location |
| **Payment terms:** | Please specify here an acceptable payment terms |
| **Specifications:** | Please specify here quality indicators of the product or state your wishes |

|  |  |
| --- | --- |
| **BUYER DETAILS:** | |
| **Company name:** | Please specify here **Company Name** |
| **Legal address:** | Please specify here сompany legal address |
| **Registration No:** | Please specify here сompany registration No. |
| **Legal representative:** | Please specify here name and surname of the company representative |
| **Position:** | Please specify here position of the representative (Director/Manager, etc.) |
| **Phone:** | Please specify here contact phone number in the international format + |
| **E-mail:** | Please specify here contact E-mail address |
| **Credit rating:** | Please specify here company's credit rating (if any) |

|  |  |
| --- | --- |
| **BANK DETAILS:** | |
| **Account holder:** | Please specify here **Company Name** |
| **Bank name:** | Please specify here Bank Name |
| **Bank address:** | Please specify here Bank Address |
| **Account number:** | Please specify here account No. or IBAN (if any) |
| **Currency:** | Please specify here account currency/payment currency (USD/EUR/TL, etc.) |
| **SWIFT code:** | Please specify here SWIFT code of the bank |

We hereby declare that all information stated in this Letter of Request, as well as our intent to purchase the commodity herein, is true and correct, and we are ready to enter into a contract on the above terms.

**Yours sincerely,**

**Mr./Mrs. Name Surname**

**Position**

**Company Name**