

**Request letter for issue of Delivery Order**

(On letter head of company)

To  
YES Bank Ltd,  
\_\_\_\_\_ Branch

Dated: \_\_\_\_\_

Dear Sir/Madam,

Re. LC no. \_\_\_\_\_ for \_\_\_\_\_  
Shipment under BL/AWB no. \_\_\_\_\_  
Import of \_\_\_\_\_ from \_\_\_\_\_  
INV no. \_\_\_\_\_  
Name of the carrier / Agent whom DO need to be addressed: \_\_\_\_\_

The goods covered as above have arrived at its destination and is awaiting clearance. Since the original Shipping documents have not been received, we request you to:

- To countersign the enclosed missing B/L indemnity (IMBL) to enable us to clear the goods.
- To issue a DO to enable us to take delivery of the goods.
- We enclose a counter indemnity duly signed in favor of the bank in consideration of your issuing the IMBL at our request.

We hereby request you to kindly issue DO for Amount: \_\_\_\_\_ and debit our account no. \_\_\_\_\_ for all bank charges.

**Declaration & Undertaking:**

I/we undertake to accept and retire the documents irrespective of any discrepancy/ies on receipt or due date without any demur whatsoever. Margin as required may be debited to our cash credit/ OD account with you. The document may be presented for acceptance/ retired by utilizing the margin deposit on receipt. We confirm that the remittance under import would only be affected subject to receipt of original documents by you at the exchange rate prevailing on the date of remittance. In case the margin provided in INR is inadequate to cover the remittance due to any exchange rate movement or otherwise, the deficit may be recovered from our account. We also note that the deposit of margin provided prior to receipt of document would be eligible for any offset of interest recoverable by you on the bill up to its retirement in case of LC bills under sight. The margin deposit may be utilized to retire the bill on receipt. Deposit provided against collection bill shall be re-credited on receipt of bills in case the terms of collection for delivery of the documents is on DA.

Thanking you,  
Authorized Signatory  
Company Stamp / Seal  
Date: \_\_\_\_\_  
Place: \_\_\_\_\_