

Date: [Insert Date]

To: [Insert Confirming/Advising Bank Name]

[Insert Bank Address]

[Insert City, State, Zip Code]

RE: Draft Drawn Against Letter of Credit No: [Insert LC Number]

Dear Sir/Madam,

We herewith submit our draft(s) for payment under the above-referenced Letter of Credit issued by [Insert Issuing Bank Name] for the account of [Insert Applicant/Buyer Name].

Draft Details:

- Draft Number: [Insert Number]
- Amount: [Insert Currency and Amount in Figures]
- Amount in Words: [Insert Amount in Words]
- Tenor: [e.g., At Sight / 90 Days After Sight]

Enclosed please find the following documents as required by the terms of the Letter of Credit:

- Signed Commercial Invoice (Original + [X] Copies)
- Full set of Bill of Lading / Air Waybill
- Packing List
- Certificate of Origin
- Insurance Certificate (if applicable)
- [Insert any other required documents]

Please negotiate this draft and credit the proceeds to our account as per the following instructions:

Bank Name: [Insert Your Bank Name]

Account Name: [Insert Your Account Name]

Account Number/IBAN: [Insert Number]

SWIFT/BIC Code: [Insert Code]

All banking charges outside of the issuing bank are for the account of [Insert Beneficiary or Applicant].

In case of any discrepancies or questions regarding these documents, please contact [Insert Contact Person Name] at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Authorized Signature]
[Printed Name and Title]
[Company Name]