

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Date]

[Beneficiary Name]
[Beneficiary Company Name]
[Beneficiary Address]
[City, State, Zip Code]

Subject: Advice of Letter of Credit Issuance

Dear [Beneficiary Name/Contact Person],

We are pleased to inform you that we have instructed our bank to issue an Irrevocable Letter of Credit in your favor regarding [Purchase Order Number/Contract Reference].

Please find the preliminary details of the Letter of Credit below:

- **Issuing Bank:** [Name of Bank]
- **Letter of Credit Number:** [L/C Number]
- **Amount:** [Currency and Amount]
- **Date of Issue:** [Date]
- **Expiry Date:** [Date]
- **Advising Bank:** [Name of Beneficiary's Bank]

The formal advice should be transmitted to your bank via SWIFT shortly. We kindly request that you review the terms and conditions of the Letter of Credit upon receipt to ensure they align with our agreed-upon contract.

If you have any questions or require any amendments, please contact us immediately.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]