

Date: [Insert Date]

To:

[Beneficiary Name]

[Beneficiary Address]

[City, State, Zip Code]

Subject: Notification of Issuance of Irrevocable Letter of Credit

Dear [Contact Person Name],

We are pleased to inform you that [Applicant/Buyer Name] has opened an Irrevocable Letter of Credit in your favor. This Letter of Credit has been issued to facilitate the payment for [Brief Description of Goods/Services].

Letter of Credit Details:

- **L/C Number:** [Insert L/C Number]
- **Issuing Bank:** [Insert Bank Name]
- **Amount:** [Insert Currency and Amount]
- **Date of Expiry:** [Insert Expiry Date]
- **Place of Expiry:** [Insert Country/City]

The original document has been forwarded to your advising bank, [Advising Bank Name], located at [Advising Bank Address]. Please contact them directly to collect the original instrument and to review the specific terms and conditions required for presentation.

Please ensure that all shipping documents and invoices strictly comply with the terms stipulated in the Letter of Credit to avoid any delays in payment.

If you have any questions regarding this issuance, please contact our trade finance department at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Authorized Signature]

[Your Job Title]

[Issuing Bank/Company Name]