

[Date]

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

Subject: Notification of Issuance of Irrevocable Commercial Letter of Credit

Dear [Beneficiary Name],

We are pleased to inform you that [Issuing Bank Name] has issued an Irrevocable Commercial Letter of Credit in your favor, by order of our client, [Applicant/Buyer Name].

The details of the Letter of Credit are as follows:

- **Letter of Credit Number:** [LC Number]
- **Date of Issue:** [Date]
- **Expiry Date:** [Date]
- **Place of Expiry:** [City/Country]
- **Amount:** [Currency and Amount]
- **Beneficiary:** [Your Company Name]
- **Applicant:** [Buyer Company Name]
- **Partial Shipments:** [Allowed/Not Allowed]
- **Transshipment:** [Allowed/Not Allowed]

This credit is available against presentation of the following documents:

[Insert list of required documents, e.g., Signed Commercial Invoice, Bill of Lading, Packing List, Insurance Certificate, etc.]

Please examine the terms and conditions of the attached Letter of Credit carefully. If you find any discrepancy or if you are unable to comply with any of the requirements, please contact the applicant immediately to request an amendment.

All documents must be presented to [Advising/Confirming Bank Name] no later than [Number of Days] days after the date of shipment, but within the validity of this credit.

This credit is subject to the Uniform Customs and Practice for Documentary Credits (UCP 600).

Sincerely,

[Authorized Signature]
[Name and Title]
[Issuing Bank Name]