

Date: [Insert Date]

To: [Beneficiary/Exporter Name]

[Address Line 1]

[Address Line 2]

[City, Country]

Subject: Advice of Irrevocable Documentary Letter of Credit

Dear Sir/Madam,

We wish to inform you that we have received an Irrevocable Letter of Credit issued in your favor. Please find the details of the instrument below:

- **Issuing Bank:** [Name of Applicant's Bank]
- **L/C Number:** [Insert L/C Number]
- **Applicant:** [Importer/Buyer Name]
- **Amount:** [Currency and Amount]
- **Date of Issue:** [Insert Date]
- **Date of Expiry:** [Insert Expiry Date]
- **Place of Expiry:** [Insert Country/City]
- **Latest Shipment Date:** [Insert Date]
- **Partial Shipments:** [Allowed/Not Allowed]
- **Transshipment:** [Allowed/Not Allowed]

Description of Goods/Services:

[Insert Brief Description as per L/C]

Documents Required:

[List main documents, e.g., Commercial Invoice, Bill of Lading, Packing List, etc.]

This advice is sent to you without any engagement or responsibility on our part, unless we have specifically added our confirmation to this credit. Please examine the terms and conditions of the enclosed original/electronic L/C carefully. If you are unable to comply with any of the terms, please contact the Applicant immediately to arrange for an amendment.

Please quote our reference number **[Insert Internal Reference Number]** in all future correspondence regarding this credit.

Yours faithfully,

[Authorized Signature]

[Name of Bank/Advising Bank]

[Department Name]