

Date: [Insert Date]

To: [Beneficiary Name]

[Beneficiary Address]

[City, State, Zip Code]

Subject: Advice of Irrevocable Letter of Credit No: [Insert LC Number]

Dear Sir/Madam,

We wish to inform you that [Issuing Bank Name], [City, Country] has issued an Irrevocable Letter of Credit in your favor for the account of [Applicant/Buyer Name] for an amount of [Currency and Amount].

Letter of Credit Details:

- **LC Number:** [Insert LC Number]
- **Date of Issue:** [Insert Date]
- **Expiry Date:** [Insert Expiry Date]
- **Place of Expiry:** [Insert Place]
- **Amount:** [Insert Amount in Figures and Words]
- **Beneficiary:** [Insert Beneficiary Name and Address]
- **Applicant:** [Insert Applicant Name and Address]

The enclosed/attached document is the operative instrument. Please examine the terms and conditions carefully to ensure they match your sales contract and that you can comply with all documentation requirements.

This advice is sent to you without any engagement or responsibility on our part, except for the authenticity of the message received from the issuing bank.

Kindly acknowledge receipt of this advice.

Yours faithfully,

[Authorized Signature]

[Name of Advising Bank]

[Department/Title]