

[Bank Name]
[Trade Finance Department]
[Bank Address]
[City, State, Zip Code]

Date: [Insert Date]

To: [Beneficiary Name]
[Beneficiary Address]
[City, Country]

Subject: Advice of Irrevocable Documentary Letter of Credit

Dear Sir/Madam,

We wish to inform you that we have issued an Irrevocable Letter of Credit in your favor, as per the request of our applicant, [Applicant/Buyer Name].

The details of the Letter of Credit are as follows:

- **LC Number:** [Insert LC Number]
- **Date of Issue:** [Insert Date]
- **Expiry Date:** [Insert Date]
- **Place of Expiry:** [Insert Country/Bank]
- **Currency and Amount:** [Insert Currency and Amount in figures and words]
- **Applicant:** [Insert Buyer's Full Name and Address]
- **Beneficiary:** [Insert Seller's Full Name and Address]
- **Advising Bank:** [Insert Name of Beneficiary's Bank]
- **Partial Shipments:** [Allowed/Not Allowed]
- **Transshipment:** [Allowed/Not Allowed]

This credit is subject to the Uniform Customs and Practice for Documentary Credits (UCP 600), 2007 Revision, International Chamber of Commerce Publication No. 600.

Please examine the terms and conditions of the enclosed document carefully. If you find any discrepancy or are unable to comply with any requirements, please contact the applicant immediately to arrange for an amendment.

All documents must be presented to us within [Insert Number] days after the date of shipment, but within the validity of this credit.

Yours faithfully,

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