

[Date]

[Beneficiary Name]

[Beneficiary Address]

[City, State, Zip Code]

RE: Notification of Issuance of Standby Letter of Credit (SBLC)

Dear [Contact Name/Department],

We are writing to formally notify you that [Issuing Bank Name] has issued a Standby Letter of Credit (SBLC) on behalf of our client, [Applicant Name], in favor of [Beneficiary Name].

Please find the relevant details of the instrument below:

- **SBLC Number:** [Reference Number]
- **Issuing Bank:** [Bank Name and Branch]
- **Applicant:** [Company Name of the Payer]
- **Amount:** [Currency and Amount in Figures] ([Amount in Words])
- **Effective Date:** [Date]
- **Expiry Date:** [Date]
- **Place of Expiry:** [City/Country]

The original instrument has been transmitted to your nominated bank, [Beneficiary Bank Name], via [SWIFT MT760 / Registered Mail].

This SBLC serves as a guarantee for [Description of Obligation/Contract Reference]. All drawings under this Credit must conform strictly to the terms and conditions outlined in the operative instrument.

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

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Title/Position]

[Issuing Bank Name]