

DATE: [Insert Date]

TO:

[Name of Confirming Bank]

[Letter of Credit Department Address]

[City, State, Zip Code]

ATTENTION: Letter of Credit Department / Presentation Desk

SUBJECT: Presentation of Documents for Payment under Confirmed Irrevocable Letter of Credit

L/C Reference Number: [Insert L/C Number]

Confirming Bank Reference: [Insert Confirmation Number, if different]

Issuing Bank: [Insert Name of Issuing Bank]

Beneficiary: [Insert Your Company Name]

Applicant: [Insert Buyer/Customer Name]

Amount: [Insert Currency and Amount]

Dear Sir/Madam,

We herewith present the following documents for negotiation and payment under the above-referenced Confirmed Irrevocable Letter of Credit:

- [] Signed Commercial Invoices (Original + [X] Copies)
- [] Full set of Clean "On Board" Ocean Bills of Lading
- [] Packing List (Original + [X] Copies)
- [] Certificate of Origin
- [] Insurance Policy/Certificate
- [] [Insert other document as required by L/C]

These documents represent the shipment of [Brief description of goods] as per the terms and conditions of the Letter of Credit.

Pursuant to your confirmation of this credit, please remit the proceeds of this drawing to our account as per the following instructions:

Bank Name: [Your Bank Name]

Account Name: [Your Account Name]

Account Number/IBAN: [Your Account Number]

SWIFT/BIC Code: [Your SWIFT Code]

Reference: [Your Internal Reference Number]

In the event of any discrepancies or if further information is required, please contact [Contact Person Name] immediately at [Phone Number] or [Email Address].

Sincerely,

[Authorized Signature]

[Typed Name and Title]

[Company Name]