

Date: [Insert Date]

To: [Beneficiary Name]

[Beneficiary Address]

[City, State, Zip Code]

RE: NOTICE OF DISCREPANCY

Letter of Credit Number: [Insert LC Number]

Issuing Bank: [Insert Issuing Bank Name]

Confirming Bank: [Insert Your Bank Name]

Amount: [Insert Currency and Amount]

Dear Sir/Madam,

We have examined the documents presented by you on [Insert Presentation Date] under the above-referenced Confirmed Irrevocable Letter of Credit. We hereby notify you that we are refusing the documents due to the following discrepancies:

- [Discrepancy 1: e.g., Late shipment]
- [Discrepancy 2: e.g., Documents not presented within LC validity]
- [Discrepancy 3: e.g., Description of goods on invoice differs from LC]
- [Discrepancy 4: e.g., Insurance document missing or incomplete]

As per the Uniform Customs and Practice for Documentary Credits (UCP 600), we are holding these documents at your disposal until we receive further instructions from you, or until we receive a waiver of discrepancies from the Issuing Bank and the Applicant.

Please advise us immediately if you wish for us to:

1. Return the documents to you.
2. Hold the documents pending your further instructions.
3. Seek a waiver of these discrepancies from the Issuing Bank.

Please note that all discrepancy fees and related communication charges will be for your account and will be deducted from the proceeds if payment is eventually made.

Sincerely,

[Authorized Signature]

[Name and Title]

[Bank Department Name]