

[Beneficiary Name]
[Address Line 1]
[Address Line 2]
[Date]

To: [Negotiating Bank Name]
[Bank Address]
[City, Country]

Subject: Submission of Documents for Negotiation under Confirmed Irrevocable Letter of Credit

Ref: Letter of Credit Number: [LC Number]

Issuing Bank: [Name of Issuing Bank]

Confirming Bank: [Name of Confirming Bank]

Dear Sir/Madam,

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

- Commercial Invoice (Original + [Number] copies)
- Bill of Lading / Airway Bill (Full set)
- Packing List ([Number] copies)
- Certificate of Origin
- Insurance Policy/Certificate
- [List any other documents as per LC requirements]

The total value of the attached documents is [Currency and Amount].

We certify that all documents are in strict compliance with the terms and conditions of the Letter of Credit. We request you to negotiate these documents and credit the proceeds to our account as per the instructions below:

Account Name: [Your Company Name]
Account Number: [Your Account Number]
Bank Name: [Your Bank Name]
SWIFT Code: [Your SWIFT Code]

Please deduct your negotiation charges and any other applicable fees from the final proceeds.

Kindly acknowledge receipt of these documents.

Yours faithfully,

[Authorized Signature]

[Name and Title]

[Company Stamp]