

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

To: [Bank Name]
[Bank Address]
[City, State, Zip Code]
Attn: Documentary Credits / Export Department

Subject: Presentation of Documents under Letter of Credit No: [L/C Number]

Dear Sir/Madam,

We are pleased to present the following documents for negotiation/collection under the above-mentioned Letter of Credit issued by [Issuing Bank Name] for the account of [Applicant/Buyer Name].

Document Checklist:

- [X] copies of Commercial Invoice No: [Invoice Number]
- [X] copies of Bill of Lading / Airway Bill No: [Document Number]
- [X] copies of Packing List
- [X] copies of Certificate of Origin
- [X] copies of Insurance Certificate
- [X] copies of Beneficiary Certificate
- [Other Document Name, if applicable]

Shipment Details:

- Invoice Value: [Currency and Amount]
- Vessel/Flight Name: [Name]
- Port of Loading: [Port Name]
- Port of Discharge: [Port Name]

Please examine these documents and credit the proceeds to our account as per the instructions below:

Account Name: [Your Account Name]
Account Number: [Your Account Number]
IBAN/SWIFT: [Your SWIFT Code]
Bank Name: [Your Bank Name]

Kindly acknowledge receipt of these documents. Should you find any discrepancies, please contact us immediately at [Phone Number] or [Email Address].

Sincerely,

[Authorized Signature]

[Your Name]

[Your Title]