

**Date:** [Insert Date]

**To:** [Insert Applicant/Company Name]

**Address:** [Insert Applicant Address]

**Attn:** [Insert Contact Person/Department]

**Subject: Request for Waiver of Discrepancies**

**LC Number:** [Insert LC Number]

**LC Issuing Bank:** [Insert Bank Name]

**Drawing Amount:** [Insert Currency and Amount]

Dear [Insert Name],

We have presented documents for negotiation/payment under the above-referenced Letter of Credit. However, the following discrepancies have been identified by the bank:

- [Insert Discrepancy 1, e.g., Late shipment]
- [Insert Discrepancy 2, e.g., Invoice description differs from LC]
- [Insert Discrepancy 3, e.g., Documents presented after expiry]

In view of our ongoing business relationship, we kindly request that you provide a formal waiver for these discrepancies to the issuing bank. This will allow for the immediate release of payment and the release of documents to you for the clearance of goods.

Please confirm your acceptance of these discrepancies by signing below and notifying your bank accordingly.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Your Company Name]

---

**Acknowledgment and Waiver:**

We, [Applicant Name], hereby waive the discrepancies listed above and authorize the issuing bank to honor the presentation and effect payment under the terms of the Letter of Credit.

**Authorized Signature:** \_\_\_\_\_

**Name/Title:** [Insert Name/Title]

**Date:** [Insert Date]