

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

[Recipient Name/Bank Name]  
[Recipient Address]  
[City, State, Zip Code]

**Subject: Advice of Acceptance of Commercial Bill of Exchange**

Dear [Name of Contact Person],

We are writing to formally advise you that the following Commercial Bill of Exchange has been duly accepted:

**Bill Reference Number:** [Insert Number]  
**Drawer:** [Insert Name]  
**Drawee:** [Insert Name]  
**Bill Amount:** [Insert Currency and Amount]  
**Date of Issue:** [Insert Date]  
**Date of Acceptance:** [Insert Date]  
**Maturity Date:** [Insert Date]

The original documents associated with this transaction, as listed below, have been processed and are being held/forwarded according to the standing instructions:

- Accepted Bill of Exchange
- Commercial Invoice No. [Number]
- Bill of Lading / Transport Document No. [Number]
- Insurance Certificate
- [Other Document]

Please acknowledge receipt of this advice. Payment will be remitted on the maturity date specified above in accordance with the agreed terms.

Sincerely,

[Signature]  
[Your Name]  
[Your Title]