

To: [Remitting Bank Name]
[Address Line 1]
[Address Line 2]
[Country]

Date: [Current Date]

SUBJECT: ADVICE OF ACCEPTANCE

Our Reference Number: [Our Collection Ref Number]
Your Reference Number: [Your Collection Ref Number]
Drawer/Exporter: [Name of Exporter]
Drawee/Importer: [Name of Importer]
Bill Amount: [Currency and Amount]

Dear Sir/Madam,

Regarding the above-mentioned documentary collection, we hereby advise that the Drawee has formally accepted the draft/bill of exchange presented to them on [Date of Presentation].

The accepted draft is now due for payment on [**Maturity Date**].

In accordance with your instructions, we have released the shipping documents to the Drawee against their signed acceptance. We shall hold the accepted draft in our files until the maturity date, at which time we will present it for payment and remit the proceeds to you, less our charges, unless otherwise instructed.

Documents Released:

[List of documents, e.g., Bill of Lading, Invoice, Packing List]

Charges:

Our commissions and charges amounting to [Amount] will be deducted from the final payment proceeds / have been collected from the Drawee.

Please acknowledge receipt of this advice.

Yours faithfully,

[Authorized Signature]
[Bank Name]
[Department Name]