

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

[Bank Name]
[Trade Finance Department]
[Bank Address]
[City, State, Zip Code]

Subject: URGENT FOLLOW-UP / TRACER: Payment for Letter of Credit #[L/C Number]

Dear Sir/Madam,

We are writing to follow up on the payment status of the documents submitted for negotiation under the above-referenced Letter of Credit.

According to our records, the following shipment documents were presented to your bank on [Submission Date]:

- **L/C Reference Number:** [Number]
- **Our Reference/Invoice Number:** [Number]
- **Negotiation Amount:** [Currency and Amount]
- **Courier Receipt Number:** [Tracking Number]

As the standard processing period has elapsed and we have not yet received the credit advice or remittance in our account [Account Number], we kindly request that you trace the status of this payment with the Issuing Bank ([Issuing Bank Name]).

Please provide us with an update regarding the current status, including the date of acceptance by the issuing bank and the expected date of remittance.

Thank you for your prompt attention to this matter. We look forward to your immediate response.

Sincerely,

[Your Name/Signature]
[Your Title]
[Phone Number]
[Email Address]