

**Date:** [Insert Date]

**To:** [Name of Confirming/Issuing Bank]

[Bank Address]

[City, State, Zip Code]

**Subject:** URGENT: Tracer for Payment - Letter of Credit No: [Insert LC Number]

Dear Sir/Madam,

We refer to our presentation of documents under the above-mentioned Letter of Credit, which were dispatched to your office via [Courier Name] on [Date of Dispatch] under Tracking Number [Insert Tracking Number].

According to our records, the documents were delivered to your bank on [Date of Delivery]. As of today, we have not yet received the corresponding payment or any notification regarding the status of this presentation.

**Transaction Details:**

- **Letter of Credit Number:** [Insert LC Number]
- **Our Reference Number:** [Insert Your Invoice/Ref Number]
- **Invoice Amount:** [Insert Currency and Amount]
- **Tenor:** [At Sight / X Days After Sight]

We kindly request that you investigate the status of this payment and provide us with a status update or the payment remittance advice via swift/email as soon as possible.

If payment has already been initiated, please provide the value date and the reference number for our tracking purposes.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]

[Your Job Title]

[Your Company Name]

[Your Contact Information]