

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

[Bank Name]
[International Trade/LC Department]
[Bank Address]
[City, State, Zip Code]

Subject: Payment Inquiry/Tracer for Letter of Credit #[L/C Number]

Dear Sir/Madam,

We are writing to formally inquire about the status of the payment due under the following Letter of Credit:

- **L/C Reference Number:** [Insert Number]
- **Issuing Bank:** [Insert Issuing Bank Name]
- **Beneficiary:** [Your Company Name]
- **Invoice Number:** [Insert Invoice Number]
- **Drawing Amount:** [Insert Currency and Amount]
- **Date of Negotiation/Presentation:** [Insert Date]
- **Courier Tracking Number (for documents):** [Insert Number]

According to our records, the required compliant documents were presented to your bank on [Date]. As the grace period for examination and payment has expired, we have not yet received the remittance of funds into our account [Account Number].

Please investigate the status of this transaction and provide an update regarding the payment date or any potential discrepancies that may have caused this delay.

We look forward to your prompt response via email at [Your Email Address] or by phone at [Your Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Position]