

**Date:** [Insert Date]

**TO:** [Issuing Bank Name]

**Address:** [Bank Address Line 1]

[Bank Address Line 2]

**Attn:** Trade Finance Department / Letters of Credit Section

**SUBJECT: URGENT TRACER - UNPAID DRAWING UNDER LETTER OF CREDIT**

**LC Reference Number:** [Insert LC Number]

**Our Reference Number:** [Insert Your Ref Number]

**LC Amount:** [Insert Currency and Amount]

**Drawing Amount:** [Insert Amount Due]

**Presentation Date:** [Insert Date Documents Were Sent]

Dear Sir/Madam,

We refer to our compliant presentation of documents made on [Insert Date] under the above-referenced Letter of Credit.

According to our records, the payment for this drawing was due on [Insert Maturity Date/Expected Payment Date]. However, as of the date of this letter, we have not received the funds in our designated account, nor have we received any notice of discrepancy or refusal from your institution.

In accordance with UCP 600 guidelines, please provide an immediate status update regarding this settlement. If payment has already been initiated, please provide the MT103 Swift message or relevant transaction reference number.

If payment is not received within [Insert Number] business days, we reserve the right to claim interest for the period of delay at the prevailing market rate.

Please treat this matter with the utmost urgency.

Yours faithfully,

[Your Name/Signature]

[Your Title/Position]

[Company Name/Negotiating Bank Name]

[Contact Phone Number]

[Contact Email Address]