

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

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

Subject: SECOND TRACER - Outstanding Payment for Letter of Credit No: [LC Number]

Dear Sir/Madam,

We are writing to follow up on our previous correspondence dated [Date of First Tracer] regarding the outstanding payment for the above-referenced Letter of Credit.

As of today, we have not received the remittance or any communication regarding the status of this payment. The compliant documents were presented to your bank on [Original Presentation Date] and the maturity date was [Maturity Date].

Transaction Details:

- Letter of Credit Number: [LC Number]
- Our Reference Number: [Your Reference Number]
- Invoice Value: [Currency and Amount]
- Drawing Amount: [Currency and Amount]

Please be advised that this payment is now [Number] days past due. We request that you investigate the status of this transaction immediately and provide us with the swift payment confirmation (MT103) or an explanation for the delay.

We look forward to your urgent response within [Number] business days to resolve this matter without further escalation.

Yours faithfully,

[Your Name]
[Your Title]
[Your Company Name]