

Date: [Insert Date]

To: [Bank Name]
[Department - e.g., International Trade/Operations]
[Bank Address]
[City, Country]

Subject: Request for Urgent SWIFT Tracer - Letter of Credit Funds Release

Dear Sir/Madam,

We are writing to request an urgent SWIFT tracer regarding the release of funds under the following Letter of Credit:

- **LC Reference Number:** [Insert LC Number]
- **Beneficiary Name:** [Insert Beneficiary Name]
- **Advising/Negotiating Bank:** [Insert Bank Name]
- **Transaction Amount:** [Insert Currency and Amount]
- **Value Date:** [Insert Date of Expected Payment]

Despite the compliant presentation of documents on [Insert Date], the expected funds have not yet been credited to our account. We request that you initiate a SWIFT tracer (MT199 or MT799) to the intermediary/correspondent bank to locate the funds and provide us with the current status of the transfer.

Please provide us with the SWIFT transmission report once the inquiry has been sent. We understand that any applicable bank charges for this service will be debited from our account number: [Insert Account Number].

Thank you for your prompt assistance in this matter.

Sincerely,

[Your Name/Authorized Signatory]
[Your Company Name]
[Contact Phone Number]