

[Your Company Name]
[Your Address]
[Date]

[Reimbursing Bank Name]
[Bank Address]
[City, Country]

Subject: Urgent Tracer - Outstanding Reimbursement Claim

Dear Sir/Madam,

We are writing to follow up on our reimbursement claim submitted under the following Letter of Credit:

- **Letter of Credit Number:** [LC Number]
- **Issuing Bank:** [Issuing Bank Name]
- **Our Reference Number:** [Your Reference/Schedule Number]
- **Claim Amount:** [Currency and Amount]
- **Date Claim Sent:** [Date of Original Submission]
- **Method of Submission:** [e.g., SWIFT / Courier / Airmail]

According to our records, we have not yet received the funds or any notification regarding the status of this payment. The reimbursement period as specified in the credit terms has now expired.

Please investigate the status of this claim immediately and advise us of the payment date and value date. If payment has already been remitted, please provide the transaction reference number (MT103 / MT202).

If there are any discrepancies or reasons for the delay, please inform us via SWIFT at [Your SWIFT Code] or by email at [Your Email Address].

We look forward to your urgent response.

Yours faithfully,

[Your Signature]
[Your Name/Title]
[Department Name]