

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

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

**Subject: TRACER - Status Request for Payment under Letter of Credit No: [LC Number]**

Dear Sir/Madam,

We are writing to formally request a status update regarding the payment for the following Letter of Credit:

- **Letter of Credit Number:** [LC Number]
- **Issuing Bank:** [Name of Issuing Bank]
- **Beneficiary:** [Your Company Name]
- **Drawing Amount:** [Currency and Amount]
- **Date of Submission:** [Date documents were presented]
- **Our Reference Number:** [Your Internal Reference]

The required shipping documents were presented to your bank on [Date] and, according to our records, were forwarded to the issuing bank on [Date]. To date, we have not received the corresponding funds or any notification of discrepancies.

Please investigate the current status of this transaction and provide us with the following information:

1. Confirmation of whether the issuing bank has accepted the documents.
2. The expected date of remittance.
3. The payment reference or swift message details, if funds have already been dispatched.

If there are any issues delaying this payment, please notify us immediately. We look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Phone Number/Email]