

Date: [Insert Date]

To:

The Manager, Letters of Credit Department
[Advising/Confirming Bank Name]
[Bank Address]
[City, Country]

URGENT: PAYMENT TRACER

Ref: Letter of Credit Number: [Insert LC Number]
Our Reference Number: [Insert Your Invoice/Internal Ref Number]
LC Amount: [Insert Currency and Amount]
Date of Presentation: [Insert Date Documents Were Submitted]

Dear Sir/Madam,

We are writing to formally follow up on the payment due under the above-mentioned Letter of Credit.

According to our records, compliant documents were presented to your bank on [Insert Date] and were received by your office on [Insert Date]. The credit terms specify payment at [Sight / X days after shipment date], which matured on [Insert Maturity Date].

As of today, [Insert Current Date], we have not yet received the funds in our designated account, nor have we received any notification of discrepancies regarding the documents presented.

Please provide an immediate status update regarding this payment. If the funds have already been remitted, please provide the Swift MT103 message or the payment reference number for our tracking purposes.

We look forward to your urgent response and the immediate settlement of this overdue balance.

Yours faithfully,

[Your Signature]
[Your Name]
[Your Title/Position]
[Your Company Name]