

[Date]

To: [Issuing Bank Name]

[Issuing Bank Address]

[City, State, Zip Code]

ATTENTION: Documentary Credits Department

SUBJECT: Notice of Payment and Documents Presentation

Reference Number (Our Ref): [Your Reference Number]

LC Number (Your Ref): [Letter of Credit Number]

LC Issuance Date: [Date of Issuance]

Beneficiary: [Name of Beneficiary]

Applicant: [Name of Applicant]

Amount: [Currency and Amount]

Dear Sir/Madam,

We herewith advise that we have examined the documents presented by the Beneficiary under the above-mentioned Letter of Credit. We find the documents to be in full compliance with the terms and conditions of the credit.

Accordingly, we have negotiated the documents and paid/credited the Beneficiary the sum of [Amount] on [Date].

The following documents are enclosed for your review and processing:

- Commercial Invoice (Original + [Number] Copies)
- Bill of Lading / Transport Document (Original + [Number] Copies)
- Packing List (Original + [Number] Copies)
- Certificate of Origin
- [List other documents as applicable]

We have forwarded the documents to you via [Courier Name] under Airway Bill Number [Tracking Number].

Pursuant to the terms of the Letter of Credit, please reimburse us in accordance with your instructions. We have applied our claim for reimbursement via [Swift/Method] as of [Date].

Please acknowledge receipt of these documents and confirm the maturity date (if applicable).

Yours faithfully,

[Authorized Signature]
[Name and Title]
[Negotiating Bank Name]