

Date: [Insert Date]

To: [Advising/Confirming Bank Name]

[Bank Address]

[City, State, Zip Code]

**Subject: Notice of Partial Payment under Letter of Credit No: [Insert LC Number]**

Dear Sir/Madam,

We are writing in reference to the Irrevocable Letter of Credit number [Insert Number] issued by [Issuing Bank Name] on [Issue Date] for the amount of [Total Amount and Currency] in favor of [Beneficiary Name].

Please be advised that we have accepted the documents presented on [Date of Presentation] and have authorized a partial payment under the terms of the aforementioned Letter of Credit.

The details of this partial payment are as follows:

- **Partial Payment Amount:** [Insert Amount and Currency]
- **Remaining Balance:** [Insert Remaining Amount]
- **Invoice Number(s):** [Insert Invoice Numbers]
- **Value Date:** [Insert Date of Payment]

The payment has been remitted to [Beneficiary Bank Name] for credit to the account of [Beneficiary Name], Account Number [Account Number].

Please note that this partial shipment/drawing is permitted under the terms of the credit. All other terms and conditions of the Letter of Credit remain unchanged.

Kindly acknowledge receipt of this notice.

Sincerely,

[Authorized Signature]

[Printed Name]

[Title/Position]

[Company/Bank Name]