

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

[Advising/Confirming Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Presentation of Documents and Sight Draft for Payment

Dear Export Documentary Credits Department,

We herewith present our documents for negotiation/collection under the following Letter of Credit:

- **Letter of Credit Number:** [L/C Number]
- **Issuing Bank:** [Name of Issuing Bank]
- **L/C Amount:** [Currency and Amount]
- **Our Reference Number:** [Your Internal Reference]

Enclosed please find the following documents as required by the terms of the credit:

- Sight Draft (in duplicate)
- Commercial Invoice
- Packing List
- Full set of Bill of Lading / Air Waybill
- Certificate of Origin
- Insurance Certificate
- [List other documents as required by the L/C]

We confirm that all terms and conditions of the Letter of Credit have been complied with. Please examine these documents and remit the proceeds at sight to our account as per the instructions below:

Payment Instructions:

Bank Name: [Your Bank Name]
Account Name: [Your Account Name]
Account Number/IBAN: [Your Number]
SWIFT/BIC Code: [Your Bank SWIFT Code]

Please acknowledge receipt of these documents. Should you identify any discrepancies, please contact [Contact Person Name] immediately at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Title]