Date: [Insert Date]

To:
[Negotiating/Presenting Bank Name]
[Address Line 1]
[Address Line 2]

Subject: Advice of Reimbursement Settlement

Dear Sir/Madam,

We are writing to advise you that we have processed the reimbursement request for the following drawing under the specified Letter of Credit:

- **Our LC Reference Number:** [Insert LC Number]
- **Your Reference Number:** [Insert Negotiating Bank Ref Number]
- **Drawing Amount:** [Insert Currency and Amount]
- **Value Date:** [Insert Date of Payment]

We confirm that we have credited the sum of [Insert Amount] to your account with [Insert Name of Correspondent Bank] or via [Insert Payment System, e.g., SWIFT/CHIPS] as per your standing instructions.

The following charges have been deducted (if applicable):

- Negotiation Fee: [Insert Amount]
- Discrepancy Fee: [Insert Amount]
- Postage/Telecommunication: [Insert Amount]
- **Net Amount Remitted:** [Insert Net Amount]

Please check your accounts accordingly. If you have any questions regarding this settlement, please contact our Trade Finance Department at [Insert Phone Number] or [Insert Email Address].

Yours faithfully,

[Authorized Signature]
[Name and Title]
[Issuing/Reimbursing Bank Name]