

[Beneficiary Name]
[Address Line 1]
[Address Line 2]
[Date]

[Issuing Bank Name]
[Trade Finance Department]
[Address Line 1]
[Address Line 2]

RE: Initial Claim for Reimbursement under Letter of Credit Number: [LC Number]

Dear Sir/Madam,

We hereby submit our initial claim for reimbursement under the above-referenced Irrevocable Letter of Credit issued on [Date of Issuance] for the account of [Applicant/Buyer Name].

Pursuant to the terms and conditions of the Letter of Credit, we are enclosing the following required documents for your review and processing:

- [Document 1: e.g., Original Commercial Invoice]
- [Document 2: e.g., Full set of Bill of Lading]
- [Document 3: e.g., Packing List]
- [Document 4: e.g., Certificate of Origin]

The total value of this claim is [Currency and Amount].

Please remit the funds via wire transfer to our designated bank account as follows:

Bank Name: [Beneficiary Bank Name]
Account Number / IBAN: [Account Number]
SWIFT/BIC Code: [Swift Code]
Account Holder: [Beneficiary Name]

We certify that all documents are issued in strict compliance with the terms of the Letter of Credit. We look forward to receiving your advice of payment within the timeframe stipulated by UCP 600 guidelines.

Yours faithfully,

[Authorized Signature]
[Printed Name]
[Title/Position]
[Company Name]