

Date: [Insert Date]

To: [Name of Reimbursing Bank]

Address: [Bank Address]

Swift Code: [Insert Swift Code]

Subject: URGENT TRACER - Unpaid Reimbursement Claim

Dear Sir/Madam,

We are writing to follow up on our reimbursement claim submitted on [Insert Date of Claim] regarding the following Letter of Credit:

- **Issuing Bank:** [Insert Issuing Bank Name]
- **LC Number:** [Insert LC Number]
- **Our Reference Number:** [Insert Your Reference Number]
- **Claim Amount:** [Insert Currency and Amount]
- **Value Date Requested:** [Insert Original Value Date]

As of today, we have not received the funds in our account nor have we received any notice of discrepancy or reason for non-payment.

Please investigate the status of this claim immediately and remit the funds to our account as per the following instructions:

- **Bank Name:** [Insert Your Bank Name]
- **Account Name:** [Insert Account Name]
- **Account Number/IBAN:** [Insert Number]
- **Swift Code:** [Insert Swift Code]

If payment has already been sent, please provide the UETR or payment reference number via Swift. If there is a reason for the delay, please advise us immediately.

We look forward to your urgent response.

Yours faithfully,

[Authorized Signature]

[Name and Title]

[Department Name]