

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Street Address]

[City, State, Zip Code]

RE: EXPIRATION WARNING - Irrevocable Letter of Credit #[LC Number]

Dear [Recipient Name],

This letter serves as a formal notification that the Commercial Letter of Credit referenced above, issued in favor of [Beneficiary Name] for the amount of [Amount], is scheduled to expire on [Expiration Date].

As of today, our records indicate that the terms of the transaction remain incomplete. Please be advised that after the expiration date, this Letter of Credit will become null and void, and no further draws or claims can be processed against it.

If you intend to extend the validity of this credit, please submit a formal amendment request and provide any necessary documentation no later than [Action Deadline Date]. Failure to act before this date may result in a lapse of coverage and potential disruption to your commercial obligations.

If the underlying transaction has been completed and no further draws are required, please disregard this notice.

Should you have any questions regarding the renewal process or the current status of this credit, please contact our Trade Finance Department at [Phone Number] or via email at [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Bank/Organization Name]