

Date: [Insert Date]

To: [Beneficiary Name]

[Beneficiary Address]

[City, State, Zip Code]

Subject: Notice of Expiration - Confirmed Letter of Credit

Dear [Contact Name],

This letter serves as a formal notification regarding the following Confirmed Letter of Credit:

- **LC Reference Number:** [Insert Number]
- **Issuing Bank:** [Insert Issuing Bank Name]
- **Confirming Bank:** [Insert Your Bank Name]
- **Amount:** [Insert Currency and Amount]
- **Expiration Date:** [Insert Expiration Date]

Please be advised that the aforementioned Letter of Credit is scheduled to expire on the date listed above. To ensure payment under this credit, all required documents must be presented to our counters in full compliance with the terms and conditions no later than the close of business on the expiration date.

If you require an extension of the validity period, please contact the Applicant (Buyer) immediately to initiate an official amendment through the Issuing Bank. We cannot honor any presentations made after the expiry date unless a formal amendment is received and accepted prior to expiration.

If you have already presented the documents or if the transaction has been completed, please disregard this notice.

Sincerely,

[Your Name/Department]

[Your Bank Name]

[Contact Phone/Email]