

[Company Letterhead/Logo]

[Date]

To: [Advising/Confirming Bank Name]

[Bank Address]

[City, Country]

**Subject: Declaration of Expiration for Irrevocable Letter of Credit No: [LC Number]**

Dear Sir/Madam,

We, [Beneficiary Name], hereby formally declare and confirm that the above-referenced Letter of Credit issued by [Issuing Bank Name] in the amount of [Currency/Amount] has expired on [Expiry Date].

We further certify that:

- All shipments/services intended under this LC have been completed and fully paid; OR
- No further drawings or presentations will be made against this Letter of Credit.

In view of the above, we hereby release the bank from all further obligations and liabilities under this instrument. We request you to mark your records as "expired" and return the original Letter of Credit instrument (if required) to the Issuing Bank for cancellation of the facility.

Thank you for your cooperation.

Yours faithfully,

[Authorized Signature]

[Printed Name]

[Title/Position]

[Company Stamp]