

Date: [Insert Date]

To: [Contact Name]

[Company Name]

[Address]

Subject: URGENT: Expiration Alert for Export Letter of Credit #[L/C Number]

Dear [Name],

This is a formal notification regarding the following Letter of Credit (L/C):

- **L/C Reference Number:** [Number]
- **Issuing Bank:** [Bank Name]
- **Total Value:** [Currency/Amount]
- **Expiration Date:** [Date]

Our records indicate that this Letter of Credit is set to expire in [Number] days. To ensure timely payment and avoid discrepancies, please verify the following:

1. All goods have been shipped or are scheduled for shipment before the latest shipment date.
2. All required documentation is prepared and complies with the L/C terms.
3. Documents will be presented to the bank prior to the expiration date.

If you anticipate any delays in shipment or document preparation, please contact us immediately to request an amendment/extension from the buyer.

Sincerely,

[Your Name]

[Your Title]

[Your Company]