

[Date]

[Beneficiary Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: FINAL ADVISORY - Expiration of Letter of Credit

Reference Number: [LC Reference Number]

Issuing Bank: [Bank Name]

Amount: [Currency and Amount]

Dear [Contact Person Name],

This is a formal and final notification regarding the upcoming expiration of the above-referenced Letter of Credit (LC). Our records indicate that this instrument is scheduled to expire on **[Expiration Date]**.

Please be advised of the following:

- **Presentation Deadline:** All documents required under the terms of this LC must be presented to our offices no later than the close of business on [Presentation Deadline Date].
- **Shipment Deadline:** Ensure that the latest shipment date specified in the LC, [Shipment Date], is strictly adhered to.
- **Unused Balances:** Any remaining balance not drawn by the expiration date will be cancelled, and the LC will be considered null and void.

If you require an extension or an amendment to the terms of this credit, please contact the applicant immediately to initiate the process. We must receive formal instructions from the issuing bank prior to the expiration date to implement any changes.

Failure to present compliant documents before the deadline will result in the loss of your right to claim payment under this credit.

If you have already submitted the final documents or have requested a cancellation, please disregard this notice.

Sincerely,

[Name of Authorized Signatory]

[Title/Department]

[Bank/Organization Name]

[Phone Number]