

**Date:** [Insert Date]

**To:** [Beneficiary Name]

[Beneficiary Address]

[City, State, Zip Code]

**Subject: NOTICE OF EXPIRATION - Import Letter of Credit #[LC Number]**

Dear [Contact Person Name],

This letter serves as a formal notification regarding the Import Letter of Credit (LC) referenced below:

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

According to our records, the aforementioned Letter of Credit is scheduled to expire on **[Insert Expiration Date]**. Please note that all required shipping documents and drafts must be presented to the negotiating bank in strict compliance with the LC terms and conditions prior to this date.

If you require an extension of the expiration date or any amendments to the terms, please contact us immediately at [Phone Number] or [Email Address] to discuss the possibility of an amendment. Please be aware that any extensions are subject to internal approval and may incur additional bank fees.

If the shipment has already been completed and documents presented, please disregard this notice.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]