

[Date]

[Beneficiary Name]

[Beneficiary Address]

[City, State, Zip Code]

RE: NOTICE OF EXPIRATION OF IRREVOCABLE LETTER OF CREDIT

Letter of Credit Number: [LC Number]

Issuance Date: [Date of Issue]

Expiration Date: [Expiry Date]

Amount: [Currency and Amount]

Dear [Contact Person Name],

This letter serves as formal notification that the above-referenced Irrevocable Letter of Credit issued by [Issuing Bank Name] on behalf of [Applicant/Account Party Name] is scheduled to expire on **[Expiry Date]**.

Please be advised that all drafts and required documentation must be presented to our offices located at [Bank Presentation Address] no later than the close of business on the expiration date. After this date, the Letter of Credit will become null and void, and our obligation to honor any draws under this instrument will terminate.

If you have any questions regarding this expiration notice or the presentation process, please contact our Trade Finance Department at [Phone Number] or [Email Address].

Sincerely,

[Authorized Signature]

[Name of Signatory]

[Title]

[Bank Name]

cc: [Applicant Name]