

[Date]

[Recipient Name]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

RE: NOTICE OF EXPIRATION OF LETTER OF CREDIT

Dear [Recipient Name],

This letter serves as formal notice that the Letter of Credit (LC) referenced below is scheduled to expire on the following date:

- **Letter of Credit Number:** [LC Number]
- **Issuing Bank:** [Bank Name]
- **Expiration Date:** [Date of Expiration]
- **Amount:** [Currency and Amount]

According to our records, this Letter of Credit provides security for [Brief Description of Contract or Purpose]. Please be advised that per our agreement, a valid Letter of Credit must remain in effect until [Contract End Date/Obligation Completion].

To ensure uninterrupted compliance, please provide one of the following by [Deadline Date]:

1. An amendment extending the expiration date of the current Letter of Credit.
2. A replacement Letter of Credit with identical terms.
3. Alternative security as agreed upon in our contract.

Failure to renew or replace this instrument prior to the expiration date may result in [mention consequence, e.g., a draw on the full amount or a default notice].

Please contact [Name] at [Phone Number/Email] to confirm your renewal plans or if you have any questions.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]