

[Company Header/Logo]

[Date]

[Beneficiary Name]

[Beneficiary Address]

[City, State, Zip Code]

Subject: Notice of Expiration Status - Revolving Letter of Credit #[Reference Number]

Dear [Contact Person Name],

This letter serves as a formal notification regarding the status of the Revolving Letter of Credit (RLOC) referenced above, issued in the amount of [Amount] on [Issuance Date].

Please be advised that the current term of this RLOC is scheduled to expire on [Expiration Date]. According to our records, the status of the revolving feature is as follows:

- **Total Original Credit Limit:** [Amount]
- **Current Utilized Amount:** [Amount]
- **Available Balance for Next Revolution:** [Amount]
- **Final Expiration Date:** [Date]

Status Selection (Check one):

Renewal: We intend to renew/extend this credit facility under the same terms. Please provide the necessary documentation by [Date].

Non-Renewal: This Letter of Credit will not be renewed and will lapse on the expiration date. No further drawings will be honored after this time.

Automatic Revolution: The credit will automatically reinstate for the next period as per the terms of the agreement.

If you have any questions regarding the outstanding balance or the expiration process, please contact our trade finance department at [Phone Number] or [Email Address].

Sincerely,

[Authorized Signature]

[Printed Name]

[Title]

[Bank/Company Name]