

[Date]

[Beneficiary Name]

[Beneficiary Address]

[City, State, Zip Code]

RE: Notice of Expiration of Standby Letter of Credit

SBLC Number: [Reference Number]

Issuing Bank: [Bank Name]

Applicant: [Applicant/Company Name]

Expiration Date: [Date of Expiry]

Dear [Contact Person Name],

This letter serves as a formal notification regarding the upcoming expiration of the Standby Letter of Credit (SBLC) referenced above. According to our records, this instrument is scheduled to expire on **[Date of Expiry]**.

Please take note of the following:

- No further draws or claims can be made against this SBLC after the expiration date.
- Any presentation of documents for payment must be received by the bank prior to the close of business on the expiry date.
- [Optional: Mention if the SBLC will be renewed or if it is a final termination].

If you believe there is an error regarding this expiration date or if you require an extension, please contact the Applicant or our trade finance department immediately at [Phone Number] or [Email Address].

Sincerely,

[Name of Authorized Signatory]

[Title/Department]

[Bank/Organization Name]