

[Date]

[Beneficiary Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

RE: NOTICE OF EXPIRATION - LETTER OF CREDIT

Dear [Contact Person Name],

This letter serves as formal notification regarding the following Letter of Credit (LC):

- **LC Reference Number:** [Insert Number]
- **Issuing Bank:** [Insert Bank Name]
- **Applicant:** [Insert Applicant/Buyer Name]
- **Amount:** [Insert Currency and Amount]
- **Expiry Date:** [Insert Date]

Please be advised that the aforementioned Letter of Credit is scheduled to expire on **[Insert Date]**. According to our records, this credit remains outstanding and has not been fully drawn upon.

If you intend to present documents for payment under this LC, they must be received by our offices in strictly compliant form no later than the close of business on the expiry date mentioned above. Presentations received after this date will not be honored.

If you require an extension of the expiry date, please contact the Applicant immediately to initiate an amendment. Any such amendment must be officially communicated to us by the Issuing Bank prior to the current expiration date.

If the transaction has been completed and no further draws are expected, please acknowledge this by signing and returning a copy of this letter or by returning the original Letter of Credit instrument for cancellation.

Should you have any questions, please contact our Trade Finance Department at [Phone Number] or [Email Address].

Sincerely,

[Authorized Signature]

[Full Name]

[Title]

[Organization/Bank Name]