

Date: [Insert Date]

To: [Beneficiary Name]

[Beneficiary Address]

[City, State, Zip Code]

Subject: Advisory of Expiration - Unconfirmed Letter of Credit

Ref: LC Number: [Insert LC Number]

Issuing Bank: [Insert Issuing Bank Name]

Our Reference: [Insert Internal Reference Number]

Dear Sir/Madam,

We are writing to formally advise you that the above-mentioned unconfirmed Letter of Credit is scheduled to expire on **[Insert Expiry Date]**.

According to our records, there is currently an unutilized balance of [Insert Currency and Amount] remaining under this credit.

Please note the following regarding this expiration:

- All required documents must be presented to our counters no later than the close of business on the expiry date.
- Documents presented after the expiry date will be considered late presentations and may be rejected by the issuing bank.
- As this Letter of Credit is unconfirmed, our role is limited to advising and/or processing documents. Payment remains the sole responsibility of the issuing bank.

If you do not intend to make any further drawings, please let us know so we may close our files. If you require an extension of the expiry date, please contact the applicant (buyer) immediately to arrange for an official amendment from the issuing bank.

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

Sincerely,

[Authorized Signature]

[Name and Title]

[Bank Name]