

DATE: [Insert Date]

TO:

[Name of Issuing Bank]
[Letter of Credit Department]
[Bank Address]
[City, State, Zip Code]

FROM:

[Beneficiary Name]
[Beneficiary Address]
[City, State, Zip Code]

RE: Presentation of Documents for Drawdown under Standby Letter of Credit

SBLC Number: [Insert SBLC Reference Number]

Amount Claimed: [Insert Currency and Amount in Figures and Words]

To the Letter of Credit Department:

We, [Beneficiary Name], hereby formally present our demand for payment under the above-referenced Standby Letter of Credit issued by your institution on [Date of Issuance].

In accordance with the terms and conditions of the SBLC, we enclose the following required documents:

- Original Standby Letter of Credit (and any amendments, if applicable).
- Our signed Draft/Bill of Exchange drawn on [Issuing Bank Name].
- Beneficiary's Signed Statement certifying that [Insert specific default language required by the SBLC text].
- [List any additional documents required by the SBLC].

Please remit the total amount of [Insert Amount] to our account as per the following instructions:

Bank Name: [Beneficiary Bank]

Bank Address: [Beneficiary Bank Address]

Account Name: [Account Holder Name]

Account Number/IBAN: [Insert Number]

SWIFT/BIC Code: [Insert Code]

Reference: [Insert Payment Reference]

We confirm that all terms of the credit have been complied with. Please acknowledge receipt of this presentation and confirm the date of expected payment.

Sincerely,

[Signature]

[Printed Name]

[Title]

[Beneficiary Company Name]