

Urgent LC Expiry Reminder Email

Subject: URGENT - Letter of Credit Expiry Notice - LC No. [LC_NUMBER]

Dear [BENEFICIARY_NAME],

This serves as an urgent reminder that the above-referenced Letter of Credit is approaching expiry.

Critical Information:

- Current Date: [CURRENT_DATE]
- LC Expiry Date: [EXPIRY_DATE]
- Days Remaining: [DAYS_LEFT]
- Outstanding Amount: [AMOUNT]

If you intend to utilize this Letter of Credit, immediate action is required. Please ensure all compliant documents are presented before the expiry date and time.

Should you require an extension, please contact the applicant immediately to arrange for an amendment.

Time is of the essence. Please treat this matter with utmost urgency.

Best regards,

[BANK_NAME]

Trade Finance Operations

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