

Formal presentation of LC documents

Subject: Document Presentation Under DLC No. [LC Number]

To the Documentary Credit Department,

We hereby present the following documents for payment under the above-referenced Domestic Letter of Credit:

1. Original Commercial Invoice No. [Number] - \$[Amount]
2. Signed Delivery Receipt dated [Date]
3. Packing List showing [Details]
4. Quality Certificate issued by [Authority]
5. Insurance Certificate (if required)
6. Transport Documents

All documents are presented within the validity period and comply with LC terms and conditions. We have verified that goods delivered match LC specifications exactly.

We request immediate processing and credit to our account No. [Account Number] at [Bank Name].

Should you require any clarification regarding presented documents, please contact us immediately.

Yours faithfully,

[Authorized Signature]

[Company Representative]

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