

Notification of Non-Operative Letter of Credit

Subject: Status of Your Letter of Credit

Dear [Beneficiary Name],

We wish to inform you that the Letter of Credit issued under reference number [LC Number] is currently non-operative due to [specific reason, e.g., missing documentation, expiry, or amendment requirements].

Please review the conditions and provide the necessary documentation or instructions to activate the LC. Our team is available to guide you through this process to ensure the credit becomes operative promptly.

Thank you for your attention to this matter.

Sincerely,

[Bank Officer Name]

[Bank Name]

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