

Formal Reminder of Non-Operative LC

Subject: Formal Reminder Regarding Your Letter of Credit

Dear [Beneficiary Name],

We would like to remind you that your Letter of Credit, number [LC Number], remains non-operative.

This status persists because the conditions outlined in the original agreement have not yet been met.

Please address the outstanding requirements at the earliest convenience to avoid potential contractual complications. Should you require clarification, our team is available for assistance.

Regards,

[Bank Officer Name]

[Bank Name]

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<https://www.lettersandtemplates.com/letters/non-operative-letter-of-credit>