

Informal Email About Non-Operative LC

Subject: Quick Update on Your LC Status

Hi [Client Name],

Just a quick note to let you know that your Letter of Credit [LC Number] is currently non-operative.

We need a few documents to get it up and running.

Let us know if you need any help or guidance, and weâ€™ll make sure this gets sorted quickly.

Thanks,

[Bank Officer Name]

Get more templates here:

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