

## **Urgent Expiry Alert**

Subject: URGENT - Unconfirmed LC Expiring Soon

Dear [Beneficiary Name],

This is to urgently remind you that the unconfirmed letter of credit in your favor is expiring in [Number] days.

LC Details:

- Number: [LC Number]
- Expiry Date: [Date]
- Outstanding Amount: [Currency Amount]

As of today, we have not received any documents for negotiation/payment under this credit. Please note that:

- All documents must be presented before the expiry date
- Any documents received after expiry will be processed on a collection basis only
- The issuing bank's undertaking ceases upon expiry

If you are experiencing difficulties in meeting the LC terms, we strongly recommend requesting an amendment to extend the validity period immediately.

Given the unconfirmed nature of this LC, any extension will require the issuing bank's agreement and may involve additional costs.

Please confirm your shipping status and expected document presentation date urgently.

Yours truly,

[Trade Finance Officer]

[Contact Details]

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