

Your Company Letterhead

Address

Phone

IMPORTANT NOTE TO FORWARDER

Banking of LETTER OF CREDIT Documents

This is a **letter of credit** shipment. We may request that you bank the documents on our behalf; however, **prior to your banking of the documents, we reserve the right to review them.** We ask that you **fax all documents** to the attention of (Contact name) at (your phone number). Upon review and final approval, **you will be notified when and how to proceed with the banking.**

Under no circumstances are you to advise the bank regarding discrepancies. Please indicate on your bank cover sheet that **we** are to be contacted directly by the bank.

Payment Instructions

Payment of the letter of credit is to be done **via wire transfer:**

(Include your wire transfer information)

Thank you for your cooperation.