

Date:

To,
The Manager
Trade Finance Department
Sharjah Islamic Bank, Sharjah, U.A.E.

Dear Sir,

L/C Number :

L/C Issuing Bank :

Document Value :

With reference to the subject export letter of credit, we are enclosing herewith the following documents.

We request you to please send these documents as presented by us to the issuing bank (without scrutiny) and upon receipt of the funds please credit the proceeds to our account No. with yourselves.

Documents Enclosed:

1. (Original + Copies)
2. (Original + Copies)
3. (Original + Copies)
4. (Original + Copies)
5. (Original + Copies)
6. (Original + Copies)
7. (Original + Copies)
8. (Original + Copies)
9. Original L/C + Amendment (If Any)
10. Copies of Documents for the Bank

Thank You
For,

Official Company Stamp & Authorized Signatory