{Covering letter for Post shipment document under LC}

Date:

The Manager,

Name & address of Exporter’s bank

Dear Sir,

Sub. : SUBMISSION OF EXPORT DOCUMENTS UNDER**LC NO….. DATED ISSUED BY (NAME AND PLACE OF BANK)**

We are enclosing here with following documents under above LC :Under Shipping Bill

No. \_\_\_\_\_\_\_\_\_\_

LIST AS PER LC :

 Originals Copies

1. Bill of Exchange
2. Invoice
3. Packing list
4. Bills of lading / Airway bill
5. Certificate of origin
6. .

(If you have facility and would like your bank to purchase than mention following sentence) Kindly purchase above document and credit proceeds to our EPC/PCFC on FIFO basis or C/A (as applicable).

Kindly forward documents to LC opening bank and/or confirming bank as applicable. As mentioned in LC.

Please acknowledge receipt

Thanking you.

Yours faithfully,

For (name of exporter’s company)

(Seal and authorized signature)