

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.
Kindly check these documents and advise us discrepancies in the documents (if any).

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