Date: ……

The Manager,
Bank of Ceylon,
Offshore Banking Division,
Imports Dept., 2nd Floor,
H.O. Bldg.,
Colombo 1.

Dear Sir,

LETTER OF CREDIT NO. :

VALUE FOR :

NO OF PKGS :

IMPORTATION :

PURPOSE :

We refer to the above Letter of Credit, and wish to inform you that the consignment has already arrived. As the original shipping documents have still not been received by you, we shall be pleased if you will arrange to issue a Shipping Guarantee to enable us to clear this consignment.
We wish to inform you that the payment of this bill is to be made in …….. days from the date of shipment in terms of the facilities extended to us, and therefore please arrange to issue this guarantee on Nil Margin Basis.
We hereby undertake to accept the drafts drawn on receipt of the Original Shipping Documents despite any discrepancies and settle the bill on Maturity. We also indemnify and hold you harmless against any loss that may arise by handling over the Bank Guarantee before receiving the original documents.

Thanking You,
Yours faithfully,