

Response to Document Discrepancies

Subject: Response to Discrepancy Notice - LC No. [LC Number]

Dear [Bank Officer's Name],

We acknowledge receipt of your discrepancy notice dated [Date] regarding documents presented under Letter of Credit No. [LC Number]. We have carefully reviewed each discrepancy identified and respond as follows:

Discrepancy 1: [State the discrepancy as noted by the bank]

Our Response: [Provide detailed explanation, correction, or justification]

Discrepancy 2: [State the discrepancy]

Our Response: [Explanation/Resolution]

[Continue for each discrepancy identified]

Based on the above clarifications, we respectfully request that:

Option 1: [If discrepancies are minor] You reconsider your position and process payment, as the discrepancies do not materially affect the transaction and are consistent with international standard banking practice.

Option 2: [If corrections needed] We will provide corrected/additional documents within [Number] days to cure the discrepancies.

Option 3: [If seeking applicant's waiver] You contact the applicant to seek waiver of the noted discrepancies, as the commercial intent has been fulfilled.

We understand that:

- Payment is held pending resolution of these discrepancies
- Additional bank charges may apply for processing corrections
- Time is of the essence for commercial reasons

Please confirm receipt of this response and advise on the next steps. We are committed to resolving this matter promptly and remain available for any clarifications you may require.

We request a response by [Date] to avoid further delays that could impact our business operations.

Respectfully submitted,

[Your Name]

[Your Title]

[Company Name]

[Date]

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