[ Date, City of origin ]

Dear [ Beneficiary ]

We, XXX BANK + ADDRESS, the commercial bankers for our client, XXXX + ADDRESS, herein inform as follows

* Our client, XXXX, has informed our bank of its intent to issue a commercial promissory with agreed form per the conditions of its commercial agreement with Beneficiary;
* We attach herein the draft verbiage of the promissory to be applied, and place our seal of acceptance for the verbiage;
* [ Add only if a Confirming Bank is required; otherwise delete this item ] We have instructed our correspondent manager, XXX Bank + Address, to serve notices to your commercial lending institution by your instructions, and all required SWIFT notices of the position of collateral and settlement notices.

This letter serves as our commercial bank notice on behalf of our client XXXX.

For and on behalf of:

XXXXXX BANK NAME

Officer 1 Officer 2

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Title Title

Direct Phone: Direct Phone:

Pin or Desk Line: Pin Desk Line:

Email: Email: