

Date :

To : **MALAYAN BANKING BERHAD**

\_\_\_\_\_ BRANCH

SINGAPORE

Dear Sirs,

We enclose herewith your L/C No. \_\_\_\_\_ dated \_\_\_\_\_ and documents as listed for negotiation/collection.

We also enclose our specimen signature(s) which has/have been verified by our Banker.

Our Ref. No.	Drawee's Name & Address	Term	Bill Amount

Documents Attached	Draft	D/O	Comm. Invoice	Cert. Origin	Others
No. of Copies					

Please follow instructions marked 'x'

- Please advise due date
- Please credit proceeds to our account no.
- Please issue us your Cashier's order upon payment under advice to us
- In case of need please contact \_\_\_\_\_
- Other instructions \_\_\_\_\_

Yours faithfully

\_\_\_\_\_  
Authorised signatory(ies) and Co.'s stamp