

LC Amendment Request

Subject: Request to Amend Letter of Credit No. [LC Number]

Dear [Bank Officer's Name],

Reference is made to our Cash Collateralized Letter of Credit No. [LC Number] dated [Issue Date] in favor of [Beneficiary Name] for [Original Amount].

Due to [reason for amendment - e.g., changes in shipping schedule, increased order quantity, extended delivery timeline], we hereby request the following amendments to the above-referenced letter of credit:

Requested Changes:

[Specify each amendment clearly, such as:]

- Increase credit amount from [Original Amount] to [New Amount]
- Extend expiry date from [Original Date] to [New Date]
- Modify latest shipment date to [New Date]
- Change description of goods to include [Additional Items]
- [Any other specific changes]

We understand that:

1. Amendment fees will apply as per the bank's standard charges
2. Additional cash collateral of [Amount] will be required (if applicable)
3. The beneficiary must accept these amendments for them to become effective
4. All other terms and conditions remain unchanged

We authorize you to debit our account [Account Number] for the amendment fees and any additional collateral required. Please process this amendment request urgently as our commercial commitments are time-sensitive.

Kindly confirm receipt and provide an estimated timeline for processing this amendment.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Date]

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