

Requesting amendment to an existing commercial LC

Subject: Request for Amendment to Letter of Credit [LC Number]

Dear [Bank Officer's Name],

We kindly request an amendment to the commercial letter of credit referenced as [LC Number], originally issued on [Date], in favor of [Beneficiary].

The following changes are requested:

1. Extension of the expiry date from [Old Date] to [New Date].
2. Increase of the credit amount from [Old Amount] to [New Amount].
3. Adjustment to the shipping deadline from [Old Deadline] to [New Deadline].

Please process this amendment at the earliest convenience and debit our account for any applicable charges.

Yours faithfully,

[Your Name]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/commercial-letter-of-credit>