

Amendment Request for Discount LC Terms - Professional

Subject: Request for Amendment to Discount LC No. [Number]

Dear [Bank Officer],

We refer to Discount Letter of Credit No. [LC Number] issued on [date] in favor of [Beneficiary]. Due to unforeseen changes in our commercial arrangement, we hereby request the following amendments to the LC terms:

The LC amount should be increased from [original amount] to [new amount] to accommodate additional quantities ordered. The shipment date requires extension from [original date] to [new date] due to production delays at the supplier's facility. The expiry date should be extended accordingly to [new date].

We understand that amendment fees will apply and that the beneficiary must consent to these changes. We have already communicated with the beneficiary who has agreed in principle to these amendments. The revised discount charges arising from the increased amount and extended tenor are acceptable to us.

Please prepare the amendment documentation and advise on the fees payable. We will arrange for the beneficiary's formal acceptance once the amendment is issued.

Your prompt processing of this request would be greatly appreciated as it affects our supply chain schedule.

Best regards,

[Name]

[Title]

[Company]

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