

## Request for modifications to existing DLC

Subject: Amendment Request for DLC No. [LC Number]

Dear Letters of Credit Department,

We request the following amendments to the above-referenced Domestic Letter of Credit:

Current Terms:

- Expiry Date: [Current Date]
- Amount: [Current Amount]
- Beneficiary: [Current Name]

Requested Changes:

1. Extend expiry date to [New Date]
2. Increase credit amount to \$[New Amount]
3. Modify shipping terms from [Old Terms] to [New Terms]

Reason for Amendment: [Detailed explanation of business necessity]

We understand that amendment fees may apply and confirm our acceptance of standard charges.

The beneficiary has been notified of this amendment request and has provided consent.

Please process this amendment and provide updated LC documentation.

Best regards,

[Signature]

[Authorized Officer Name]

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