

Request for LC Amendment

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

Dear [Bank Officer's Name],

This is to formally request an amendment to Letter of Credit Number [LC Number] issued on [Date] in favor of [Beneficiary Name].

The following amendments are required:

- [Specify change: e.g., Extension of expiry date from [old date] to [new date]]
- [Additional amendment: e.g., Increase in LC amount from [old amount] to [new amount]]
- [Any other changes required]

Reason for Amendment: [Brief explanation of why amendments are necessary]

This amendment has been mutually agreed upon with the beneficiary, and we have obtained their consent in writing (attached). We understand that amendment charges will apply as per your standard fee schedule.

Please process this amendment request urgently as the current expiry date is approaching. Kindly confirm acceptance and provide the amended LC at your earliest convenience.

We appreciate your prompt attention to this matter.

Best regards,

[Your Name]

[Position]

[Company Name]

[Contact Details]

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