

Request for LC Expiry Extension

Subject: Urgent Request for Extension of LC Expiry Date - [LC Number]

Dear [Bank Manager's Name],

We are writing to request an urgent extension of the expiry date for Letter of Credit Number [LC Number] currently set to expire on [Current Expiry Date].

We propose extending the expiry date to [New Proposed Date], representing an extension of [number] days.

Reason for Extension Request: [Choose applicable reason]

- Unexpected delays in manufacturing due to [specific reason]
- Shipping delays caused by [port congestion/weather/logistics issues]
- Documentation processing has taken longer than anticipated
- [Other legitimate business reason]

The transaction remains valid, and both parties are committed to completing it. We have been in communication with the beneficiary/applicant who has agreed to this extension (confirmation attached).

All other terms and conditions of the LC shall remain unchanged. We understand that extension charges will apply and are willing to fulfill all fee obligations.

Your immediate attention to this matter would be greatly appreciated as time is of the essence.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Details]

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