

Request to modify existing letter of credit terms

Subject: Amendment Request for L/C No. [LC Number]

Dear [Bank Officer],

We urgently request an amendment to the above-referenced letter of credit due to changes in our commercial arrangement with the beneficiary.

Requested amendments:

- Extend validity date from [Original Date] to [New Date]
- Increase credit amount from [Original Amount] to [New Amount]
- Modify shipment terms to include partial shipments

The beneficiary has agreed to these modifications in writing, and we have their consent letter attached. Please process this amendment at your earliest convenience to avoid any delays in our transaction.

Time is of the essence as the original shipment date approaches rapidly.

Best regards,

[Your Name]

[Position]

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