

Amendment and Transfer Request

Subject: Amendment and Subsequent Transfer of Letter of Credit

Dear Trade Finance Manager,

We request simultaneous amendment and transfer of Letter of Credit [LC Number].

Amendments Required:

- [Specific changes needed]
- [Additional amendments]

Transfer Details:

- New Beneficiary: [Details]
- Reason: [Business justification]

Please process the amendment first, followed by the transfer to ensure all terms are correctly reflected in the transferred LC.

Estimated processing time and fees would be appreciated.

Professional regards,

[Executive Name]

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