

Informal Amendment Request

Subject: Quick Amendment Needed for Our Unconfirmed LC

Hi [Bank Contact Name],

Hope you're doing well! I need to request a small change to our unconfirmed LC number [LC Number].

We need to extend the shipment date from [Original Date] to [New Date] due to some production delays on our end. The buyer has already agreed to this extension via email (copy attached).

Since this is an unconfirmed LC, I understand the amendment will need to go through the issuing bank first. Could you please let me know:

- The amendment fees
- Expected processing time
- Any additional documentation needed

This is somewhat urgent as our new production schedule is tight. Really appreciate your quick assistance on this!

Thanks a bunch,

[Your Name]

[Your Phone Number]

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