

[Date]

[Bank Name]

[Trade Finance Department]

[Bank Address]

[City, State, Zip Code]

**RE: Request for Trade Finance Facility Adjustment - [Letter of Credit/Reference Number]**

Dear [Contact Name or Department Manager],

We are writing to formally address the impact of recent geopolitical instability in [Name of Region/Country] regarding our outstanding trade obligations and upcoming shipments.

Due to [specific event, e.g., civil unrest, sanctions, or border closures], we are experiencing disruptions in the supply chain and logistics routes previously agreed upon. As a result, we request the following adjustments to our current trade finance arrangements:

- **Extension of Credit Terms:** A request to extend the maturity date of [Reference Number] by [Number] days.
- **Alternative Payment Routes:** Authorization to utilize [Name of Alternative Bank/Currency] due to local banking restrictions.
- **Risk Mitigation:** Implementation of additional political risk insurance or guarantees to cover potential cargo seizure or transport delays.

We have attached supporting documentation, including revised shipping schedules and official government notices regarding the regional situation. Our primary goal is to ensure the continuity of trade while minimizing financial exposure for both parties.

Please review these requests and provide us with the necessary amendment forms or updated terms of agreement. We are available for a call to discuss this matter in further detail.

Thank you for your prompt attention to this urgent matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]