

To: [Advising/Issuing Bank Name]
[Bank Address]
[City, State, Zip Code]

Date: [Current Date]

Subject: Request for Amendment to Letter of Credit - Extension of Expiry Date

Dear Sir/Madam,

We refer to the Irrevocable Letter of Credit number [LC Number] issued on [Issue Date] in favor of [Beneficiary Name] for the amount of [Currency and Amount].

We hereby request you to amend the aforementioned Letter of Credit as follows:

Current Expiry Date: [Original Expiry Date]

New Requested Expiry Date: [New Expiry Date]

Current Latest Shipment Date: [Original Shipment Date]

New Requested Latest Shipment Date: [New Shipment Date]

The reason for this extension is [Brief Reason, e.g., production delay / vessel scheduling]. All other terms and conditions of the original Letter of Credit remain unchanged.

Please notify the beneficiary of this amendment immediately. We authorize you to debit our account number [Account Number] for all commissions and charges related to this amendment.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Authorized Signature]

[Your Company Name]

[Your Contact Information]