

[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Date]

[Bank Name]  
[International Trade / Letter of Credit Department]  
[Bank Address]  
[City, State, Zip Code]

**Subject: Request for Amendment to Letter of Credit No: [LC Number]**

Dear Sir/Madam,

We kindly request you to issue an amendment to the above-mentioned Letter of Credit regarding the Latest Shipment Date.

Please adjust the terms as follows:

- **Current Latest Shipment Date:** [Current Date]
- **New Latest Shipment Date:** [Requested New Date]
- **New Expiry Date:** [Requested New Expiry Date, if applicable]

Reason for Amendment: [Briefly state reason, e.g., production delay or vessel scheduling issues].

All other terms and conditions of the Letter of Credit remain unchanged. Please notify the advising bank of this amendment via SWIFT immediately.

All amendment charges are for the account of [Applicant/Beneficiary].

Thank you for your prompt assistance.

Sincerely,

[Authorized Signature]  
[Printed Name]  
[Title/Position]