

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

[Bank Name]  
[Trade Finance 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-referenced Letter of Credit issued on [Date] in favor of [Beneficiary Name].

Please amend the following terms:

**Current Term:**

Partial Shipments: Prohibited

**Amended Term:**

Partial Shipments: Allowed

All other terms and conditions of the Letter of Credit remain unchanged.

Please notify the beneficiary of this amendment through their advising bank immediately. Any amendment fees associated with this request should be charged to [Our Account Number / Beneficiary's Account].

Thank you for your prompt attention to this matter.

Sincerely,

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