

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

Date: [Current Date]

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

Dear Sir/Madam,

We refer to the above-mentioned Letter of Credit issued on [Issuance Date] in favor of [Beneficiary Name] for the amount of [Currency and Amount].

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

Field 44E: Port of Loading / Airport of Departure

From: [Original Port of Loading]

To: [New Port of Loading]

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

Please notify the beneficiary of this amendment through their advising bank immediately. We agree to bear all bank charges associated with this amendment.

Thank you for your prompt assistance.

Sincerely,

[Your Name/Authorized Signature]
[Company Name]
[Account Number]