

[Company Letterhead]
[Date]

To: [Bank Name]
[Bank Address]
[City, State, Zip Code]
Attn: Letter of Credit Department

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

Dear Sir/Madam,

We, [Your Company Name], hereby request an amendment to the above-referenced Letter of Credit issued on [Issuance Date] in favor of [Beneficiary Name].

Please amend the currency denomination of the credit as follows:

- **Current Currency and Amount:** [e.g., USD 100,000.00]
- **New Currency and Amount:** [e.g., EUR 92,000.00]

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

Please notify the beneficiary of this amendment through their advising bank, [Beneficiary Bank Name]. We agree to bear all bank charges and commissions associated with this amendment.

Kindly provide us with a copy of the amendment advice once processed.

Yours faithfully,

[Authorized Signature]
[Name and Title]
[Company Name]