

[Your Company Name]  
[Your Address]  
[Date]

[Bank Name]  
[Bank Address]  
[Attn: Trade Finance Department]

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

Dear Sir/Madam,

With reference to the above-mentioned Irrevocable Letter of Credit issued on [Date of Issue] for the amount of [Amount] in favor of [Beneficiary Name], we hereby request you to issue an amendment regarding the Port of Discharge.

Please amend the Letter of Credit as follows:

**Current Port of Discharge:** [Original Port Name]  
**New Port of Discharge:** [New Port Name]

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

Please notify the advising bank of this amendment immediately by [Swift/Airmail]. We authorize you to debit our account number [Account Number] for all commissions and charges related to this amendment.

Thank you for your prompt assistance.

Yours faithfully,

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