

[Date]

To: [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, [Applicant Name], hereby request you to issue an amendment to the above-referenced Irrevocable Letter of Credit issued on [Issuance Date] in favor of [Beneficiary Name].

Please decrease the total credit amount as follows:

- **Original LC Amount:** [Currency] [Original Amount]
- **Reduction Amount:** [Currency] [Amount to be Deducted]
- **New Total LC Amount:** [Currency] [New Reduced Amount]

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], as soon as possible. We agree to bear all bank charges associated with this amendment.

Thank you for your prompt attention to this matter.

Sincerely,

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