

[Current Date]

[To: Bank Name]

[Bank Address]

[City, State, Zip Code]

[Attention: Trade Finance Department]

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

Dear Sir/Madam,

We hereby request you to issue an amendment to the above-referenced irrevocable Letter of Credit issued on [Date of Issue] in favor of [Beneficiary Name].

Please amend the Letter of Credit as follows:

1. Increase in Total Amount:

- Current Amount: [Currency] [Current Amount]
- Increase Amount: [Currency] [Amount of Increase]
- New Total Amount: [Currency] [New Total Amount]

2. Other Changes (If applicable):

- [Specify any other changes, such as quantity of goods or unit price, or write "None"]

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

Please notify the beneficiary of this amendment through their advising bank, [Beneficiary Bank Name]. We authorize you to debit our account number [Account Number] for all commissions and charges related to this amendment.

Thank you for your prompt attention to this matter.

Sincerely,

[Authorized Signature]

[Printed Name]

[Company Name]

[Phone Number]