

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[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,

With reference to the above-mentioned Letter of Credit issued on [Date of Issue] for the amount of [Currency/Amount], we hereby request you to amend the beneficiary details as follows:

Current Beneficiary Details:

Name: [Old Beneficiary Name]
Address: [Old Beneficiary Address]

New Beneficiary Details:

Name: [New Beneficiary Name]
Address: [New Beneficiary Address]

The reason for this modification is [Reason, e.g., company name change/clerical error]. All other terms and conditions of the Letter of Credit remain unchanged.

Please notify the advising bank of this amendment immediately. We agree to bear all amendment charges associated with this request, which may be debited from our account number [Account Number].

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

Yours faithfully,

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