

[Date]

To: [Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Request for Amendment to Letter of Credit #[L/C Number]

Dear Letter of Credit Department,

We refer to the above-mentioned Irrevocable Letter of Credit issued on [Date of Issuance] in favor of [Beneficiary Name] for the amount of [Currency/Amount].

We hereby request you to amend the required shipping documents under the terms and conditions of this Letter of Credit as follows:

Current Document Requirement:

[Insert the existing wording of the document requirement you wish to change]

Amended Document Requirement:

[Insert the new/modified wording of the document requirement]

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

Please notify the beneficiary of this amendment through their advising bank immediately. We agree to bear all amendment commissions and charges associated with this request.

Thank you for your prompt attention to this matter.

Sincerely,

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