

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

Date: [Insert Date]

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

Dear Sir/Madam,

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

We hereby request your department to process an amendment to the terms and conditions of this Letter of Credit regarding the applicable Incoterms.

Current Incoterm: [e.g., FOB Port of Origin, Incoterms 2020]

Amended Incoterm: [e.g., CIF Port of Destination, Incoterms 2020]

Consequently, please adjust the following related fields (if applicable):

- Insurance requirements: [Specify if insurance is now covered by seller/buyer]
- Freight charges: [Specify if freight is Prepaid or Collect]
- Total LC Value: [Specify if the amount increases/decreases due to the change]

All other terms and conditions remain unchanged.

We authorize you to debit our account number [Account Number] for any commissions and communication charges related to this amendment.

Please notify the beneficiary of this amendment immediately via your corresponding bank.

Yours faithfully,

[Authorized Signature]

[Print Name/Title]

[Company Name]