

To: [Beneficiary Name/Exporter Name]  
[Address Line 1]  
[Address Line 2]

Date: [Insert Date]

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

Dear [Contact Person Name],

With reference to the Letter of Credit (LC) mentioned above issued on [Date], we are writing to request an amendment regarding the shipping terms.

Currently, the LC states that transshipment is prohibited. Due to [Reason for request, e.g., current shipping schedules / unavailability of direct vessels], we request that the LC be amended to allow transshipment.

Please change the following field:

- **Field 43T (Transshipment):** From "NOT ALLOWED" to "ALLOWED".

All other terms and conditions of the Letter of Credit remain unchanged. Please confirm your agreement to this amendment so that we may instruct the issuing bank, [Name of Bank], to proceed with the formal notification.

Please note that any bank charges associated with this amendment will be borne by [Applicant/Beneficiary].

We look forward to your prompt response.

Sincerely,

[Your Name/Authorized Signatory]  
[Your Company Name]  
[Your Contact Information]