

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

[Advising/Issuing Bank Name]
[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 Irrevocable Letter of Credit issued on [Date of Issue] in favor of [Beneficiary Name], we hereby request an amendment regarding the merchandise description.

Please update the description of goods as follows:

Current Description:

[Insert exactly as it appears in the current LC]

Revised Description:

[Insert the new, correct description of the merchandise]

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

We authorize you to debit our account number [Your Account Number] for any commission and communication charges associated with this amendment.

Please notify the beneficiary of this amendment immediately through your correspondent bank.

Yours faithfully,

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