

[Issuing Bank Name]

[Address Line 1]

[Address Line 2]

[City, Country]

[Date]

To: [Confirming/Advising Bank Name]

[Address Line 1]

[Address Line 2]

[City, Country]

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

Dear Sir/Madam,

We hereby authorize and request you to amend the above-referenced Letter of Credit issued on [Original Issue Date] in favor of [Beneficiary Name] for the account of [Applicant Name] as follows:

Amendment Number: [Amendment Sequence Number]

Nature of Amendment: [e.g., Extension of Expiry Date / Increase in Amount / Change of Port]

Current Terms:

[Description of the current term to be changed]

Amended Terms:

[Description of the new/revised term]

Confirmation Instructions:

We hereby request you to **confirm** this amendment. All other terms and conditions of the original Letter of Credit remain unchanged. This amendment is subject to the Uniform Customs and Practice for Documentary Credits (UCP 600).

Amendment Charges:

All amendment charges are for the account of [Applicant/Beneficiary].

Please advise the beneficiary of this amendment and seek their acceptance. Please notify us immediately of their agreement or rejection.

Yours faithfully,

[Authorized Signature]

[Name and Title]

[Issuing Bank Name]