

Date: [Insert Date]

To:

[Beneficiary Name]

[Beneficiary Address]

[City, State, Zip Code]

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

Dear Sir/Madam,

We hereby advise you that the above-referenced Irrevocable Letter of Credit issued on [Insert Original Issue Date] for the account of [Insert Applicant Name] has been amended as follows:

Amendment Number: [Insert Amendment Sequence Number, e.g., 001]

Details of Amendment(s):

- **[e.g., Expiry Date]:** Changed from [Old Date] to [New Date].
- **[e.g., Credit Amount]:** Increased/Decreased by [Currency/Amount] to a new total of [Total Amount].
- **[e.g., Latest Shipment Date]:** Changed from [Old Date] to [New Date].
- **[Other Changes]:** [Specify any other modifications to terms or conditions].

All other terms and conditions of the original Letter of Credit remain unchanged and in full force and effect.

Please review this amendment carefully. This document should be attached to the original Letter of Credit and forms an integral part thereof.

Kindly acknowledge your acceptance of this amendment by signing and returning the attached copy or via authenticated SWIFT message.

Sincerely,

[Authorized Signature]

[Name and Title]

[Issuing Bank Name]