LC Amendment Request

Subject: Request to Amend Letter of Credit No. [LC Number]

Dear [Bank Officer's Name],

Reference is made to our Cash Collateralized Letter of Credit No. [LC Number] dated [Issue Date] in favor of [Beneficiary Name] for [Original Amount].

Due to [reason for amendment - e.g., changes in shipping schedule, increased order quantity, extended delivery timeline], we hereby request the following amendments to the above-referenced letter of credit:

Requested Changes:

[Specify each amendment clearly, such as:]

- Increase credit amount from [Original Amount] to [New Amount]
- Extend expiry date from [Original Date] to [New Date]
- Modify latest shipment date to [New Date]
- Change description of goods to include [Additional Items]
- [Any other specific changes]

We understand that:

- 1. Amendment fees will apply as per the bank's standard charges
- 2. Additional cash collateral of [Amount] will be required (if applicable)
- 3. The beneficiary must accept these amendments for them to become effective
- 4. All other terms and conditions remain unchanged

We authorize you to debit our account [Account Number] for the amendment fees and any additional collateral required. Please process this amendment request urgently as our commercial commitments are time-sensitive.

Kindly confirm receipt and provide an estimated timeline for processing this amendment.

Best regards,

[Your Name]

[Your Title]	
[Company Name]	
[Date]	

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