

LC Renewal/Extension Request

Subject: Request for Renewal of Letter of Credit No. [LC Number]

Dear [Bank Officer's Name],

We refer to our Cash Collateralized Letter of Credit No. [LC Number] which is due to expire on [Expiry Date]. Due to [reasons such as: delayed shipment, extended manufacturing period, force majeure], we hereby request renewal of this letter of credit for an additional period.

Current LC Details:

LC Number: [Number]

Current Expiry Date: [Date]

Beneficiary: [Name]

Amount: [Currency] [Amount]

Current Cash Collateral: [Amount]

Renewal Request:

New Expiry Date: [Proposed Date]

Extension Period: [Number of Days/Months]

All Other Terms: Unchanged

We confirm that:

- The cash collateral currently held remains sufficient
- We will bear all renewal fees and charges
- The underlying commercial contract remains valid
- We have communicated with the beneficiary regarding this extension

Please process this renewal request as a matter of priority, as we need to maintain the LC validity without interruption. We authorize you to debit our account [Account Number] for all applicable renewal fees.

Kindly confirm receipt of this request and provide confirmation once the renewal is processed.

Thank you for your continued support.

Regards,

[Your Name]

[Your Title]

[Company Name]

[Date]

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