

Amendment Request for Existing Letter of Credit

Subject: Amendment Request " Letter of Credit No. [LC Number]

Dear [Bank Officer Name],

We kindly request an amendment to the existing Letter of Credit issued on [Date] for [Beneficiary Name]. The amendment is to revise [terms, amount, shipment date, or other details] as mutually agreed with the supplier.

Please confirm once the amendment has been processed and advise us of any further requirements.

Best regards,

[Your Name]

[Position]

[Company Name]

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