

Letter of Credit Extension Request

Subject: Request for Extension of Letter of Credit Validity

Dear Sir/Madam,

We kindly request an extension of Letter of Credit No. LC-246, originally issued in favor of Golden Exports Ltd., for an additional 45 days. The supplier has informed us of shipping delays due to customs clearance issues.

We request that the LC validity be extended until June 30, 2025, with all other terms remaining unchanged. Kindly debit applicable charges from our account number 112233.

We appreciate your support and request confirmation once the extension has been processed.

Yours sincerely,

[Your Name]

[Your Position]

[Your Company Name]

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