



**Request for Amendment to  
Letter of Credit**

Date

TO:	Dept./Branch	TELEPHONE NO.:
CLIENT'S NAME:	ADDRESS:	

RE: LETTER OF CREDIT NO. \_\_\_\_\_ FOR \_\_\_\_\_  
IN FAVOR OF \_\_\_\_\_

Gentlemen:

Please airmail/cable at my/our expense and risk, subject to the approval and acceptance of the beneficiary, your correspondent to amend the above captioned Letter of Credit as follows (marked "X"):

- Extend shipping date to
- Extend expiration date to
- Permit partial shipments
- Amend the shipment to read
- Increase/Decrease the balance/amount of the credit by \_\_\_\_\_

**In connection with above-mentioned increase, we certify that no shipment has been effected and will be effected prior to the amendment of this letter of credit. Attached are 3 copies of our supplier's cable/revised firm offer to support our request for amendment**

- Other instructions:

All other terms and conditions remain unchanged.

Very truly yours,

\_\_\_\_\_  
Authorized Signature Over Printed Name