

Amendment Request for Import/Export License Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Department/Agency Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an amendment to my import/export license application submitted on [Insert Submission Date], under the application number [Insert Application Number].

The reason for the requested amendment is [briefly explain the reason for the amendment, e.g., correction of information, addition of new products, etc.].

Enclosed are the relevant documents supporting my request, including [list any attached documents].

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me if you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]