

(YOUR COMPANY HEADING)

DATE:

TO:

ATTN: EXPORT DEPT

DEAR MADAM/SIR

M/V.: _____

POL.: _____

POD.: _____

B/L NO.: _____

WE ARE PLEASED TO INFORM YOU THAT WE WILL ENDORSE FULL SET ORIGINAL BILL OF LADING TO YOUR COMPANY, KINDLY ADVISE YOUR AGENT AT DESTINATION TO ARRANGE TELEX RELEASE OF THE ABOVE MENTIONED SHIPMENT.

CONSIGNEE WILL SUBMIT THE COMPANY GUARANTEE TO EXCHANGE THE DELIVERY ORDER. YOUR KIND ATTENTION OF THIS MATTER IS MUCH APPRECIATED. WE APOLOGIZE FOR ANY INCONVENIENCE CAUSED.

YOURS FAITHFULLY