

Date:  
To:  
Authority:

**Subject: Ballast Water Discharge Notification**

Dear Sir/Madam,

This letter is to notify you of the discharge of ballast water as required under relevant regulations and procedures. The details of the vessel and ballast operations are as follows:

<b>Vessel Name</b>	
<b>IMO Number</b>	
<b>Call Sign</b>	
<b>Flag</b>	
<b>Port of Discharge</b>	
<b>Date and Time of Discharge</b>	
<b>Latitude / Longitude</b>	
<b>Total Ballast Water Discharged (m<sup>3</sup>)</b>	
<b>Ballast Water Source Location</b>	
<b>Ballast Water Management Method</b>	

Should you require any further information or clarification, please do not hesitate to contact us.

Sincerely,

Name:  
Rank/Position:  
Company/Ship:  
Contact Details: