

Ship Agent Appointment Letter

Date:

To:

Address:

Re: Appointment of Ship Agent

Dear Sir/Madam,

Vessel Name:

Voyage/Call Number:

Port:

Estimated Time of Arrival (ETA):

Estimated Time of Departure (ETD):

We hereby appoint you as our agent for the above vessel and request you to undertake all arrangements and formalities required for her call at the port.

Thank you for your cooperation.

Yours faithfully,

For and on behalf of Owners/Operators

Name

Date