

< use your company letter head >

To :
Attn:
From :
Date :

Dear Sirs,
Re : Vessel/voyage: _____
Bill of Lading No: _____
Destination: _____
Shipper: _____
Consignee: _____

We _____ As a Booking Party and Shipper
Of the captioned shipment(s), would like to request your good company not to put
our name on the Bill of Lading but to show the name of our customer as the
Shipper on the Bill of Lading specified as shown below:

_____.

We do hereby undertake to hold you free and harmless from any claims that may
arise in connection with the above mentioned amendment and to indemnify you all
consequences of yours so doing. We thank you in advance for your kind attention
and co-operation in this matter.

Yours faithfully,