

< 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,