

(COMPANY LETTER HEAD)

Date: \_\_\_\_\_

**OOCL Philippines, Inc.**  
**11<sup>th</sup> Floor, Two-Ecom Centre-Tower B,**  
**Bayshore Ave. Mall of Asia Complex,**  
**Pasay City 1300, Philippines.**

*Shipment* :  
*Master Bill of Lading No* :  
*Container No* :  
*Registry No* :  
*Vessel* :  
*Consignee* :

Gentlemen,

In connection with the above-mentioned shipment, we wish to request that we be permitted to take delivery of the cargo with the container/s from the Customs Zone to our warehouse located at \_\_\_\_\_ and the trucking company authorize to make the delivery shall be \_\_\_\_\_.

We guarantee to return the empty container/s within prescribed freetime period and further guarantee to pay equipment detention charges if we fail to return the container/s within the prescribed time limit.

We hold ourselves responsible for the loss and/or damage to the container/s while in our possession

Thank you for the usual kind consideration on the matter.

Very truly yours,

\_\_\_\_\_