

(Company Letter Head)

Date :

To :

Attn :

M/V :

B/L No. :

POL :

POD :

Reference to above mentioned shipment, we herewith surrendered full set of the mentioned original bill of lading to you which has been duly endorsed by our Company. Please release relevant shipment to the respective consignee,

without presentation of captioned original bill of lading. We shall take full responsibility for said arrangement and further agree to exempt your Company for any liability which may be arisen.

Thank you in advance for your kind attention and cooperation in this matter.

Yours faithfully,
(Full Name of Company)

Name of signatory
Title of signatory
(with official company stamp)