

This letter is meant purely as a guide. If travelling on marine fares a letter of similar wording must be carried.

***YOUR COMPANY LOGO HERE***

Date



To whom it may concern

This is to confirm that the below crew member will be joining and departing the named vessel which is owned/managed by our company and is entitled to travel on a marine fare ticket.

Crew Name:

Vessel Name:

Port of registry:

Joining vessel in:

(Port)

Joining vessel on:

(Date)

Leaving vessel in:

(Port)

Leaving vessel on:

(Date)

In the case of emergencies the crew member should be instructed to contact our offices.

Yours Sincerely,