

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

draft

To whom it may concern

This is 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.

In the unlikely event of the aforementioned passenger being unable to board the vessel, we the shipping company will undertake to cover all costs involved in repatriation.

Yours Sincerely,