DATE: .${month}.${year}

THE DEPUTY DIRECTOR,

PLANT QUARANTINE STATION

AGRABAD, CHITTAGONG

SUB: REQUEST TO ATTEND THE VESSEL **MV. ${vessel} O**CALLING AT CHITTAGONG PORT WITH **${vsl\_cargo}.**

DEAR SIR

THIS IS TO REQUEST YOUR HONOR TO ATTEND THE ABOVE VESSEL FOR CARGO SAMPLE COLLECTION WHICH PARTICULARS ARE AS FOLLOWS;

|  |  |  |  |
| --- | --- | --- | --- |
| 01. | VESSEL NAME | : | **MV. ${vessel}** |
| 02. | ETA | : | .${month}.${year} |
| 03. | CARGO | : | ${vsl\_cargo} |
| 04. | EXPORTING COUNTRY | : | ${last\_port} |
| 05. | REG. NO. | : | ${rotation} |

IN THE ABOVE CIRCUMSTANCES YOU ARE KINDLY REQUESTED TO TAKE NECESSARY STEPS IN THIS REGARDS.

THANKING YOU.

BEST REGARDS

**MULTIPORT SHIPPING LTD.**

AS AGENTS ONLY