**Date: .${month}.${year}**

**Ref: MSL/${msl\_num}/${year}**

The Master,

**MV. ${vessel}**

Chittagong Port.

Subject: Introduction letter for our representative **${rep\_goodname},** who will stay on board for cargo discharging operation/supervisor **A/C MV. ${vessel}** at Chittagong port.

Dear Captain,

This is to inform your good self that **${rep\_goodname} Mobile: ${rep\_contact}** (is our representative cargo discharging operation supervisor) who will stay on board your good vessel till completion of cargo discharging at Chittagong port. He will maintain liaison with all concern parties for quick outturn of the vessel for smooth cargo discharging operation.

You are kindly requested to provide good accommodation for him so that he can take some rest during performing his job as well for our mutual interest.

Your kind cooperation in this regard will be highly appreciated.

Thanking you.

Yours faithfully

Multiport Shipping Ltd.

**As Agents only**

Copy for kind information.

- Chittagong port / Custom (Security Service)

- Chittagong Costal Guard