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

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

The Master

**MV. ${vessel}**

At Chittagong port

Subject: **Appointment for ship chandler to your good Vessel MV. ${vessel} at Chittagong port.**

Dear Sir,

We pleased to appoint **MR. NAME, ID NO: IDNUMBERHERE** as our enlisted Ship Chandler for the following job from your good vessel at Chittagong Port.

**01. Supply of provision.**

**02. Removal of Sludge.**

**03. Rejected goods purchaser**

**04. Supply of Deck Store & Engine Store.**

**05. Chipping & painting.**

**06. Removal of Garbage.**

They are well experienced in their job and enlisted with Customs and Port. You may use their services as and when required.

Thanking you for your kind cooperation.

Yours faithfully,

For: Multiport Shipping Limited

**As Agents only**