

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

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:

Position on Board: (e.g. Captain / Inspector / Engine Maintenance / Contractor etc)

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,