**~~ COV LETTER ~~**

|  |  |  |
| --- | --- | --- |
| To | : |                      |
| Attn | : |                      | Fax  | : |                 |
| From | : |                      | Date | : |                 |
| Dept | : |                      | E-mail | : |                 |

===========================================================================

### RE : BL :

 VSL/VOY :

 From :                 TO :

 Cntr no:

For the above mentioned container, we already pick up empty on (date)            , we would like to change the vessel schecule ship via            (new vessel name)            ETD:            , ETA：          , please inform terminal accordingly and we will settle the additional charges while exchange the B/L in your office, thanks.

We will take full responsibility and settle all involved charges for the above request.

Thanks for your kind attention and co-operation.

Sincerely yours,

                    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMPANY STAMP WITH SIGNATURE

Company Name :