## SHIPPER'S COMPANY LETTER HEAD

DATE :

TO: OTS FORWARDING (H.K.) LTD

DEAR SIR,

RE : FROM HONG KONG TO .....

UNDER HOUSE BILL OF LADING NO.

STC ......CTNS ......KG .....CBM

THE UNDERSIGNED WILL TAKE FULL RESPONSIBILITY FOR THIS MATTER AND PLEASE PASS THIS INFORMATION TO YOUR CORRESPONDING AGENT ACCORDINGLY.

THANK YOU FOR YOUR KIND ATTENTION TO THIS MATTER.

YOURS FAITHFULLY,

AUTHORIZED SIGNATURE WITH COMPANY'S CHOP