Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OCEAN NETWORK EXPRESS PHILIPPINES, INC.**

U 1101-1105 11/F ASEANA BLDG. SHOP 10 ASEANA I BDLG.

BRADCO AVE TAMBO, PARANAQUE CITY

**Dear Sir / Madam:**

**BL No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Consignee Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Receipt No. / AR No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(e.g. RECMNLBBXXXXXXXXXXX)**

**Amount : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Check Refund Payable to : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

With reference to above captioned shipment, we would like to request for the refund of our container deposit.

We hereby authorized Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, whose signature appears below to pick up the check on my/our behalf.

We also authorized **OCEAN NETWORK EXPRESS PHILIPPINES INC.** to deduct other charges such as detention, damage, etc., if any and we will hold you free from any liabilities that may arise.

Should there be any questions, you may contact us at Tel# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely yours,

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

**Name and signature Signature of Authorized Rep.**

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

**Position**

**Attachments:**

1. Original Acknowledgement Receipt / AR
2. Original EIR
3. Photocopy of ID of Signatory
4. Photocopy of ID of Representative
5. Accomplished Vendor Registration Form (if not yet registered, one time-submission)
6. BIR 2303 of the payee of the check refund (if not yet registered, one time-submission)

Note: Please provide one letter of request for every ***Acknowledgement Receipt***. Thank you.