

"GUIDE ONLY"

(Letterhead of the Principal)

(Date)

(Agency Representative)  
(Designation)  
(Agency Name)  
(Address)

Subject: **CREW ORDER REQUEST**

Dear \_\_\_\_\_,

Our company (Name of Principal) is in need of (at least 50) Filipino seafarers to be deployed on board our various vessels, as follows:

1. VESSEL NAME  
VESSEL PARTICULARS:  
Ex-name of vessel  
Vessel Type  
Port of Registry  
Year Built  
Class  
GRT  
NRT  
DWT  
CREW COMPLEMENT

Position	Number Needed	Basic Salary (US\$)
Officers Ratings (enumerate positions)		
	TOTAL:	

2. VESSEL NAME  
VESSEL PARTICULARS:  
(Same as above)

Please supply us the needed manpower as soon as possible. Thank you.

Very truly yours,

(Principal Representative)  
(Designation)  
(Principal Name)