July 9, 2012

Re: Crew Name, Traveling on Passport # xxxxxxxxx

To Whom It May Concern:

Mr/Miss Crew Name traveling to the United States after a brief vacation in order to resume his/her position of employment as Position on board Motor Yacht “Yacht Name”, a Marshall Islands registered vessel. He/She has been the Position since joining the vessel on start date.

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Letter to Travel.docx

Motot Yacht “Yacht name,” Official Number xxxxx, is a Flag state registered Private Motor Yacht managed by this company.

Motor Yacht “Yacht Name” will be responsible financially for this crew member and 100% medical coverage is also afforded.

Mr/Miss Crew Surname will be required to assume his/her duties on date, and it is requested that every possible assistance and accommodation be extended to him/her.

Should further information be required please do not hesitate to contact me.

Yours sincerely,

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