*On letterhead of the customer requesting Refund*

Date :

To,

**Ocean Network Express Pte Ltd**

Fulcrum, 3rd Floor, A Wing,

Hiranandani Business Park, Sahar Road

Next to Hyatt Regency

Andheri East, Mumbai - 400 099

Dear Sir,

**Sub: Request for refund of excess amount paid to Ocean Network Express Pte Ltd**

We understand that we (or our consignee) have paid excess amounts to you as per following details.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **INV NO** | **INV DATE** | **B/L NO** |  **AMOUNT-DR**  | **AMOUNT-CR** |  **NET BAL**  |
|   |   |   |  |  |  |
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|  |  |  |  |  |  |

We request that this amount be refunded to us. We confirm that such refund shall fully discharge you of your responsibilities, in full and final settlement, to us or to our actual consignee or our CHA or any other party/ customer whom we may have represented. In future, in case any party claims refund for above Bill of Lading from you, you may direct the same to us and it shall be our sole responsibility to deal appropriately with them for refund. We indemnify you fully for these BLs.

We request that we may be granted the refund at earliest possible.

We thank you.

Yours faithfully,

For

(Authorised Signatory )

*(Duly Stamped and signed by authorised signatory)*