Date

**To**

**Ocean Express Network Pte Ltd.,**

**​**3rd Floor A-Wing, Fulcrum, Hiranandani Business Park

Sahar Road, Andheri (East), Mumbai, India - 400 099.

Dear Sir,

Sub: Request for refund of Excess / Security amount.

We understand that we have paid excess amounts to you as per following details.

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| --- | --- | --- | --- |
| **Invoice No/ Receipt no.** | **Invoice Date / Receipt date** | **Bill of Lading No** | **Refund Amount** |
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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 / Shipment/s 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 and/or Shipment/s.

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

We thank you.

Yours faithfully,

For

Authorized Signatories