

COMPANY LOGO

**Date**

Address, not required

LETTER OF INFORMATION REGARDING CREW CHANGE

To Whom It May Concern,

This is to certify that below crew is employed with [INSERT COMPANY NAME] as Seafarers, and please be informed that we will be having a crew change in Panama for our manned vessel [INSERT VESSEL NAME]. Crew flight details [INSERT FLIGHT DETAILS].

Informatively, we guarantee all relative expenses in connection with his/their travel, if needed to arrange for his/their board and lodging at the port/place of destination, will be covered by our good company. He/They will be attended by our agent:

**Inchcape Shipping Services S. A. - Panama**  
Address : P.O. Box 0823-05456, Panama, City Center Building Ricardo,  
J. Alfaro Avenue 3rd floor, Panama City, Panama  
Phone nr. : +507 2794110 / Fax nr. : +507 2367832  
Telex : +379 2118 PG  
E-mail : [operations.panama@iss-shipping.com](mailto:operations.panama@iss-shipping.com) / [CrewDesk@iss-shipping.com](mailto:CrewDesk@iss-shipping.com)

FULL NAME	RANK	PASSPORT	SEAMAN'S BOOK

Warm regards,

[INSERT SIGNATURE]

Name Here

Your Title

Company