(SAMPLE)

ABC Kaiun K.K.
Owners of M.V"ABC"

M.V"XYZ"

Collided with M.V."ABC" at the port of Osaka on Date of Accident

Dear Sirs,

We, on behalf of the owners of M.V"XYZ", enclose herewith claim documentation supporting their claim for damages sustained by M.V "XYZ" in connection with the above collision, the contents of which we trust you will find in order.

We hold you fully responsible for the collision and trust that you will make an early settlement of this claim.

Summary of claimed amount; Cost of repairs

Loss of hire

Scrap proceeds

Total

Yours faithfully,

( - )

For and on behalf of XYZ Line S.A. SOMPO JAPAN INSURANCE INC.