

**SAMPLE FORMAT LETTER OF REFUND REQUEST
CONSIGNEES COMPANY'S LETTERHEAD
(INDICATED IN THE OFFICIAL RECEIPT)**

UPDATED REFUND REQUEST- REQUIREMENTS:

- 1. Letter request**
- 2. Original official receipt**
- 3. Deposit detail**
- 4. Equipment interchange receipt empty-in**
- 5. Signatory's ID.**
- 6. BIR 2303***

Note : REFUND SUBMISSION AT MAKATI : M-F 9-5PM for LUZON BL/S ONLY.

**EVERGREEN SHIPPING AGENCY PHILS. CORP.
6TH FLOOR, EQUITABLE BANK TOWER
8751 PASEO DE ROXAS ST. MAKATI CITY**

**Consignee :
B/L No. :
O.R. No. :
Tel. No. :
Fax No. :**

**TIN NO OF CNEE: 000-XXX-XXX-XXX
CP NO OF ULTIMATE CNEE: 09X-XXXX-XXX**

Dear Sir/ Madam:

We would like to request your good office for the refund of our container/washing deposit in the amount of _____, and please make a check payable to **CNEE ON CR ONLY**.

Thank you for your immediate attention.

Sincerely yours,

MUST BE ORIGINALLY SIGNED _____
SIGNATURE OVER PRINTED NAME
DESIGNATION
(AUTHORIZED SIGNATORY)

FOR CONTAINER DEPOSIT REFUND CONCERNS:

- 1. MR. LEANDRO – leandrolaura@evergreen-shipping.com.ph Local 318**
- 2. MS. JEMELYN – jemelyncuy@evergreen-shipping.com.ph Local 250**
- 3. MS. HANNA – mahannajanineblanca@evergreen-shipping.com.ph Local 254**