

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

REFUND REQUEST- REQUIREMENTS:

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

Note : REFUND SUBMISSION AT MAKATI : M-W-F 9-5PM (TEMPORATY SCHED UNTIL FUTHER NOTICE)

**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)