

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

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***REFUND REQUEST- REQUIREMENTS:  
Original official receipt, equipment interchange receipt, deposit  
details.***

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

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

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\_\_\_\_\_.

Thank you for your immediate attention.

Sincerely yours,

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**SIGNATURE OVER PRINTED NAME  
DESIGNATION  
(AUTHORIZED SIGNATORY)**

**\*\*\*NOTE \*\*\***

**TEL. NO.: 886-0258 LOCAL 180 (MS. DAYAN )  
EMAIL ADD.: dayanarahurano@evergreen-shipping.com.ph**