Format of Letter from Shipping Companies on letter head with contact details (Seaman joining ship)

Date:

To

The Visa Officer,
Embassy of Brazil,
8, Aurangzeb Road,
New Delhi - 110011

Dear Sir,

Introduction: Your normal text

The details are below:

Name of the applicant
Rank of the applicant
Rank of Officer:

Passport Number:
Date of Birth:
Date of Expiry:

CDC Number
CDC Validity
Place of Issue (CDC)

Vessel Name
Date of joining ship
Port of Joining
Sailing route
Type of Vessel
Flag of ship

Name of Agents in Brazil:
Address of Agent in Brazi:
Contact Numbers:

Name of Principals:
Address of Principals:
Contact numbers:

Conclusion: Your normal text

Your faithfully:
Name
Designation
Contact number