“Dear Sir,

**Re:  Report No. 03/2018 on Vessel Casualty**

We attach our Report No.03/2018 on Vessel Casualty.    In case, you have any interest in any of these vessels (import or export), please let us have the following details to enable us to take up appropriately with concerned authorities for General Average/Particular Average claims, if any.  If you have already received any intimation of General Average or report of loss of /damage to your cargo, please also send the same to us.

1. Name of Insurer
2. Policy/Certificate No.
3. BL No. & Date
4. Name of Vessel
5. Type of Cargo
6. Transit from .................to.....................
7. Nature of loss.