

SAMPLE

NOTICE OF CLAIM

To the Master of M/S “N”

DATE

Dear Sirs,

Collision between M/S “M Maru” and M/S “N”
at Bungo Channel on *DATE*

This is to notify you that I hold you solely responsible for all losses and damages whatsoever sustained by my vessel in consequence of the collision between your vessel and my vessel which occurred at about *TIME & DATE*.

I also advise you that a survey will be held on board my vessel at Moji on *DATE* and you are invited to send your representative.

Please acknowledge and sign a copy of this letter and return it to me.
yours faithfully

Master of M.S. “M Maru”

Acknowledged by
Master of M.S. “N”