[Full Name]

[Home Address]

[Date of Birth]

Dear Nautical Institute,

Please find enclosed the following documents as evidence to buy a new Shuttle Tanker logbook.

Please find enclosed the following:

* Copy of original issued logbook
* New passport sized photo with name written on back
* Copy of passport personal details page
* Copy of DP Certificate
* Credit card form

Once issued, please send the new logbook to the following address if different from above:

[Address]

Yours faithfully

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_