E-mail the following letter to U.S. Customs & Border Protection to the attention of Eileen Johnson ([Eileen.M.Johnson@cbp.dhs.gov](mailto:Eileen.M.Johnson@cbp.dhs.gov)) and then, mail a hard copy to their attention. Be sure to e-mail a copy to Bob Mangan of Flagship Trade Net at [bmangan@flagship.com](mailto:bmangan@flagship.com).

Carrier Letterhead

Date:

Customs & Border Protection

200 Chestnut Street Room 401

Philadelphia, PA 19106

Dear Client Rep Branch,

This is to advise you that (insert Carrier name here including SCAC code) will be utilizing Flagship Trade Net in Apollo, PA as our ACE service provider for all discharge ports. (Insert carrier name here) International Carrier Bond# is (insert International Carrier Bond# here).

Our first vessel will be the (insert vessel and voyage), and is due to arrive in (insert first port of call here) on (insert estimated arrival date).

Please give me a call if you have any further questions.

Sincerely,

Name

Title

Cc: Bob Mangan (Flagship Trade Net)