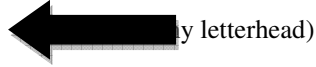


COVER LETTER EXAMPLE



Marine
Hydraulics
International, Inc.
AN EMPLOYEE OWNED COMPANY



Marine Hydraulics International, Inc.
543 East Indian River Road
Norfolk Virginia 23523

(Date)

Attn: Security Department

To whom it may concern,

Visit Authorization is hereby requested for (***Your company name***) employees and the following information is therefore provided.

Vessel to be visited _____

Contract number _____

Purchase Order # _____

Dates of Visit _____ to _____

Visit authorization is requested for the enclosed list of employees. Should you have any questions, please contact (***contact person***) at (***telephone #***).

All personnel requesting access should be listed as follows:

Last Name First Name SSN DOB City of Birth State of Birth

All employees must be US citizens or escorted after approval is obtained from sponsor and CO of vessel visiting.

Sincerely,

SIGNATURE HERE (REQUIRED)

PRINTED NAME
SIGNATURE TITLE