SAMPLE Letter of Intent

AMS AUTHORIZATION LETTER TO US CUSTOMS AND BORDER PROTECTION

(This letter must be on the carrier's letterhead)

Date

U.S. Customs and Border Protection
Client Representative Branch
7681 Boston Blvd.
Attn: Beauregard, Room A-314-1
Springfield, VA 20598

Dear Sir/Madam:

This letter is to formally notify you that (insert name of company and SCAC code) would like to become AMS in all U.S. direct discharge ports. (insert company name)'s International Carrier Bond # is (insert bond number).

We authorize the Maritime Exchange for the Delaware River and Bay to process our manifest information and receive status notifications through the TRACS system. In addition, we authorize (insert agent's company name, if applicable) to enter and transmit manifest data via the TRACS system on our behalf.

(Insert name of company) will have approximately (insert number of ship calls) ship calls per month at the port of (insert port name(s). The first vessel voyage to call (insert port name) will be approximately (insert date and name of vessel/voyage if available).

Thank you for your assistance with this request.

Sincerely,

cc:	Operations Dept. Via email: ops@mxops.org Or fax: 215-925-1128	TRACS Account Manager Maritime Exchange for the Delaware River and Bay 240 Cherry Street Philadelphia, PA 19106
cc:	Phila. Client Representative Via email: james.stahl@dhs.gov anne.keller@dhs.gov eileen.m.johnson@dhs.gov Or fax: 215-717-5972	Manifest Trade Support U.S. Customs & Border Protection Second and Chestnut Streets Philadelphia, PA 19106

In lieu of physical mailing to the Springfield, VA address above, a Letter of Intent, on letterhead, may be faxed to 571-468-5538.