**\*To be printed on company letterhead\***

**LETTER OF INTRODUCTION**

Date:

Dear UNHAS,

The bearer of this letter has been booked to fly with UNHAS, but is not in possession of an Agency ID Card. In order to comply with UNHAS regulation, the bearer asks to be accepted for travel using the following form of identification **(All Fields are Mandatory)**:

Passenger Full Name:

Name of Agency Requesting:

Flight Date(s):

Route: From:       To:       From:       To:

Type of ID (National, Passport, Etc.):

ID Number:

Date of Birth:

Traveler working for the following partner/Company:

Position held in the organization/company:

The Concerned Partner/Company Contact Information (Phone Number/E-mail address):

Reason of travel:

Should UNHAS wish to clarify the status of this traveler, kindly contact our Focal Point:

Focal Point Name:

Focal Point Tel:

Name of Head of Agency:

Signature:

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Head of Agency / Mission

NB: Agency stamp required