**Agency Letter Head**

**LETTER OF INTRODUCTION**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

Dear UNHAS,

The bearer of this letter has been booked to fly on UNHAS but is not in possession of an Agency/Organisation ID Card. To comply with the 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:** -----------------------------------------------------------------------------------------

**Traveller working for the following partner/Company:** ---------------------------------

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**Position held in the organisation/company:** -----------------------------------------------

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

**Reason of travel:** -----------------------------------------------------------------------------------

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

**Focal Point Name**: ---------------- ----- ----------------------------------------------------------------------

**Focal Point Tel:** ------------------------------------------------------------------------------------------------

**Head of Agency/Organisation/Mission Name**:

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**Signature:** -------------------------------------

**NB:** Agency stamp required