

UNHAS Announcement - Letter of introduction in the absence of agency ID cards

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Summary

Content

Dear UNHAS USERS,

Further to an e-mail sent out some time ago in relation to the standard format Letter of Introduction for passengers travelling without Agency ID Cards.

Please see attached sample letter for you to cut and paste onto your own agency letterheads. Please use this format for your Letters of Introduction.

Kindly note the following.

1. Please date the letter.
2. Please fill in all the necessary boxes. Full name, routing, flight date etc.
3. You must indicate what ID the person will be travelling with. Passport, National ID Card etc.
4. Please put the Passport or National ID number for cross reference.
5. Letter must be signed and stamped by the Agency.

Also, please note that letters are for one travel only. So a passenger travelling say JUB-Wau-Aweil will require a letter for check-in in Juba and also one for check-in in Wau, and on the return a letter for check-in in Aweil and again in Wau.

Passengers travelling with Letters of Introduction with no supporting Passport, National ID or other such official identification will be denied at the counter.

Thanking you for your usual cooperation.

UNHAS Khartoum Booking Office.