

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: _____

Position held in the organisation/company: _____

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

Reason of travel: _____

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:

Signature: _____

NB: Agency stamp required