Type the following letter on your company letterhead:

DATE

**To : Ocean Network Express (Thailand) Ltd.**

Re : Request to change payer  
  
(Details of the shipments, e.g. ship's name, voyage no., port of loading and port of destination, B/L numbers etc.)  
  
Referring to the above-mentioned shipment, we, the consignee of the shipment, hereby request you to issue invoice(s) and receipt(s) to ......(name of the customs broker/New payer).....    
  
Despite the change of the name in the invoice(s) and receipt(s), we hereby warrant that we are the named consignee and agree to be responsible for all charges, fees, costs and/or expenses in connection with the shipment and agree to hold you, your principal, employees, staff and/or servants free from any claims.

Faithfully yours,  
  
(Full name of the signatory)   
(Position)  
(name of the importer)