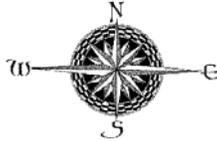


ABC Shipping Co. Inc.

999 Maritime Avenue
San Francisco, CA 81234
(516) 789-4567



**SHIP MANAGER FOR THE U.S. DEPARTMENT OF TRANSPORTATION
MARITIME ADMINISTRATION**

November 25, 1991

Subject: SEAMAN'S REQUEST FOR ADMINISTRATIVE ALLOWANCE OF CLAIM
ROBERT J. COOPER
543-65-9876
AMERICAN
April 24, 1991

Dear Mr. Adams:

1. Regarding your claim for personal injury, please specify the exact amount of compensation, if any, sought by the claimant as the object of his/her administrative claim. If any portion of that amount represents compensation for lost wages due to the alleged injury, please provide the following:

An official record from the U.S. Coast Guard's Merchant Mariner Documentation System (MMDocs) of the claimant's employment as a merchant seaman for two continuous years, including the year in which the alleged injury occurred. This information can be obtained by the claimant (or his/her authorized representative) upon request from:

Commandant
U.S. Coast Guard Headquarters
2100 Second Street SW
Washington, DC 20590

Attn: Chief, Seaman's Documentation and Records Branch
(GVMP-1/12)

2. If any portion of any amount referenced in paragraph one (1) represents compensation for any unpaid medical expenses incurred due to the alleged injury, please provide copies of all billing statements in connection therewith.

Sincerely,

Michael C. Jones
Claims Manager