

**Memo for Nepali travelers unable to speak English**

The following passenger(s) is traveling on his/her own and may need assistance reach the appropriate terminal/gates for timely departure of his/her flights. The passenger is not able to communicate in English proficiently and has the attached flight schedule with this memo. If the person is approaching you with this letter, please assist him/her or guide him/her to an official customer care representative.

Additionally, we have the person's family contacts below. If there is an emergency, please help the passenger get in touch with the family member. In case you are unable to reach a family member, you can contact a translator at Zen Travel's Nepal Office in Kathmandu by calling 202.465.4266 and our friendly staff will help with translation.

Traveler Names	Age	Gender

**Additional information about passengers(e.g. diet, medical conditions):**

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Family Contact (1)	
Name:	Relationship:
Address:	
phone(h)	phone(cell)
email:	

Family Contact (2)	
Name:	Relationship:
Address:	
phone(h)	phone(cell)
email:	