

Letter Template for Export Control Approval Request

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To Whom It May Concern,
[Department/Agency Name]
[Address]
[City, State, Zip Code]

Subject: Request for Export Control Approval

Dear [Recipient's Name],

I am writing to formally request export control approval for [briefly describe the product, technology, or service], which we intend to export to [destination country]. This request is in compliance with the relevant export control regulations.

Details of the export are as follows:

- Product/Technology Description: [Insert description]
- Destination Country: [Insert country]
- End User: [Insert end user information]
- Usage: [Describe how the product will be used]

We are committed to adhering to all applicable export control laws and regulations and have implemented appropriate measures to ensure compliance. Please find attached any necessary documentation to support our request.

We appreciate your consideration of this request, and we look forward to your prompt response. Should you need any further information or clarification, please do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Name]

[Your Position]
[Your Company Name]