

Letter of Submission for Export Control Approval

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit the documentation required for the export control approval concerning [specific items/technology] intended for export to [Country/Region].

This submission includes the following documents:

- [Document 1]
- [Document 2]
- [Document 3]

We appreciate your attention to this matter and look forward to your prompt review and approval. If you require any additional information or clarification, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]