

Freight Shipping Document Submission

Date: [Insert Date]

To,

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to submit the necessary documents for the freight shipping concerning [description of the shipment, e.g., goods, cargo type]. The details of the shipment are as follows:

- **Shipment Number:** [Insert Shipment Number]
- **Origin:** [Insert Origin]
- **Destination:** [Insert Destination]
- **Estimated Delivery Date:** [Insert Date]

Enclosed with this letter, you will find the following documents:

1. Bill of Lading
2. Commercial Invoice
3. Packing List
4. Shipping Instructions

Please review the attached documents at your earliest convenience. Should you require any further information or additional documentation, do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We look forward to your prompt confirmation of receipt.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]
[Your Email Address]