

# Export Compliance Documentation Checklist

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

**Dear [Recipient Name],**

Please find below the checklist for export compliance documentation required for our upcoming shipment:

## **Export Compliance Checklist:**

- Commercial Invoice
- Packing List
- Export License (if applicable)
- Air Waybill / Bill of Lading
- Certificate of Origin
- End-User Certificate
- Shipper's Export Declaration
- Import Permit (if applicable)
- Insurance Documents

Please ensure all documents are prepared and submitted by [Insert Deadline]. If you have any questions or require further clarification, do not hesitate to contact me.

**Best Regards,**

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]