

Export Readiness Documentation Checklist

Date: **[Insert Date]**

To: **[Recipient Name]**

From: **[Your Name]**

Subject: Export Readiness Documentation Checklist

Dear [Recipient Name],

In preparation for our upcoming export activities, please find below the checklist of required documentation for export readiness:

Documentation Checklist:

- Business Registration Certificate
- Export License
- Customs Declaration Forms
- Commercial Invoice
- Packing List
- Shipping Documents
- Certificate of Origin
- Insurance Certificate
- Export Compliance Documentation
- Product Safety Certification (if applicable)

Kindly ensure that all the above documents are prepared and submitted by **[Insert Deadline]** to avoid any delays in the export process.

Should you have any questions or require further assistance, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]