

Request for Assistance with Export Documentation

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Address: [Recipient's Address]

City, State, Zip: [Recipient's City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance regarding export documentation for our upcoming shipment scheduled on [Insert Shipment Date].

As we aim to comply with all regulatory requirements, we would appreciate your guidance on the following documentation:

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

If there are additional requirements specific to our shipment or any updates to procedures I should be aware of, please let me know.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]