

Letter of Clarification for Export Paperwork

Sender's Name
Sender's Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Company Name
Recipient's Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the export paperwork associated with our recent shipment (Invoice #12345).

Specifically, I would like to request additional information on the following points:

- Export License requirements
- Specific customs documentation needed
- Any additional fees involved

Your assistance in providing the required clarification will help us ensure a smooth export process. Thank you in advance for your attention to this matter.

Looking forward to your prompt response.

Sincerely,

[Sender's Name]
[Sender's Job Title]
[Sender's Company Name]