

Letter of Demand for Export Document Verification

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Demand for Verification of Export Documents

I am writing to formally request the verification of the export documents related to [describe the specific shipment or transaction, including details such as invoice number, shipment date, etc.]. As per our agreement, timely verification of these documents is crucial for the smooth processing of our export transactions.

We kindly ask you to review and verify the following documents:

- Commercial Invoice
- Packing List
- B/L (Bill of Lading)
- Certificate of Origin

Please provide your verification or any necessary feedback by [insert deadline], to avoid potential delays in the export process.

Thank you for your immediate attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]