

Export Documentation Explanation Request

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the export documentation for our recent shipment (Reference Number: [insert reference number]). Due to discrepancies noted in the documents provided, we seek your guidance to ensure compliance with the necessary regulations.

We appreciate your attention to this matter and would like to understand the following points:

- [Point 1]
- [Point 2]
- [Point 3]

Understanding these details is crucial for us to proceed without any delays. We value our collaboration and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company]