

Export Documentation Inquiry

Date: [Insert Date]

To: [Insert Recipient's Name]

Title: [Insert Recipient's Title]

Company: [Insert Recipient's Company]

Address: [Insert Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the export documentation related to our recent shipment of [Insert Product Description]. We want to ensure that all paperwork is accurate and up to date to avoid any delays in customs clearance.

Could you please confirm the following details:

- Bill of Lading number
- Commercial Invoice details
- Packing List accuracy
- Any required export licenses or permits

We would appreciate your prompt attention to this matter as it is crucial for our shipping process. Thank you for your assistance, and I look forward to your reply.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]