

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient's Name  
Recipient's Title  
Company Name  
Company 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 requirements for our upcoming shipment scheduled for [insert date].

Specifically, I would appreciate your guidance on the following points:

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

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

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company]