

Notification for Customs Clearance

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

This letter is to notify you regarding the customs clearance of your shipment with Tracking Number: [Insert Tracking Number]. The shipment is scheduled to arrive on [Insert Arrival Date].

Please ensure that the following documents are available for smooth customs processing:

- Commercial Invoice
- Packing List
- Bill of Lading
- Any applicable permits or certificates

Failure to provide the required documents may result in delays. If you have any questions or need further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]