

Application for Export License

Date: [Insert Date]

To,

The Licensing Authority,
[Insert Authority Name]
[Insert Authority Address]

Subject: Application for Export License for Goods

Dear Sir/Madam,

I, [Your Name], am writing to formally apply for an export license for the following goods:

- Product Name: [Insert Product Name]
- Description: [Insert Description]
- Quantity: [Insert Quantity]
- HSN Code: [Insert HSN Code]
- Destination Country: [Insert Country]

We are a registered company under the name [Your Company Name], with registration number [Insert Registration Number]. We have complied with all necessary regulations and stipulations as prescribed by the relevant authorities.

Attached herewith are the required documents:

- Company Registration Certificate
- GST Registration Certificate
- Invoice
- Packing List
- Any other relevant documents

I kindly request you to process my application at your earliest convenience. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or clarification.

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

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]

[Your Phone Number]
[Your Email Address]