

Request for Export License

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Relevant Authority/Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an export license for the following machinery intended for export:

- Machinery Description: [Description of the machinery]
- Model Number: [Model Number]
- Quantity: [Quantity]
- Destination Country: [Destination Country]
- Intended Use: [Intended Use of the Machinery]

This machinery complies with all relevant regulations and standards, and we have taken necessary measures to ensure compliance with export laws. Attached are the required documents to support our application, including:

- Copies of purchase agreements
- Technical specifications
- Proof of compliance with safety standards

We appreciate your prompt attention to this matter and look forward to your favorable response. Should you require any further information or documentation, please do not hesitate to contact me at your earliest convenience.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]
[Your Company Name]