

Export License Submission Letter

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Position]
[Department Name]
[Government Agency Name]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Submission of Application for Export License

I am writing to formally submit our application for an export license for textiles as per the requirements set forth by [Name of the Government Agency]. We are a [description of your company] and intend to export the following textiles:

- [Description of Textile 1]
- [Description of Textile 2]
- [Description of Textile 3]

Enclosed with this letter, please find the following documents:

- Completed export license application form
- Business registration certificate
- Samples and specifications of the textiles
- Proof of compliance with international standards

We appreciate your attention to this matter and look forward to your prompt processing of our application. If you have any further questions or require additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company Name]