

Subject: Request for Clarification on Import/Export License Regulations

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Department Name]

[Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the regulations surrounding import/export licenses as they pertain to [specific product or service]. We are currently in the process of [briefly explain your situation, e.g., "expanding our market reach" or "completing our compliance requirements"], and we want to ensure that we fully understand all relevant regulations.

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

- [Point 1: Specify the regulation or requirement you need clarification on]
- [Point 2: Specify another point as needed]
- [Point 3: Specify any additional points]

Thank you for your time and assistance. I look forward to your prompt response so that we can proceed accordingly.

Best regards,

[Your Name]

[Your Position]

[Your Company]