

# Formal Request for Import/Export License Application

Date: [Insert Date]

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

[Recipient Name]  
[Recipient Position]  
[Recipient Company/Department Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the issuance of an import/export license for our company, [Your Company Name]. We are planning to engage in the import/export of [specific products or services] and would like to comply with all necessary regulations to ensure a smooth process.

Attached to this letter are the required documents for your review, which include:

- Completed application form
- Business registration certificate
- Tax identification number
- Proof of line of credit
- Any other relevant documents

We believe that obtaining this license will facilitate our business operations and contribute positively to our trade relations. We appreciate your prompt attention to our request and look forward to your favorable response.

Thank you for considering our application. Should you require any additional information, please do not hesitate to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]