

Notification of Supporting Documents for Import/Export License

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you that your application for an Import/Export License is currently under review. In order to process your application, we require additional supporting documents.

Please provide the following documents at your earliest convenience:

- [Document 1]
- [Document 2]
- [Document 3]

Failure to submit these documents may result in delays or rejection of your application. Kindly send the required documents to [Email/Address] by [Deadline].

Thank you for your attention to this matter. Should you have any questions, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]