

Export Shipping Documentation Requirements

Date: [Insert Date]

From: [Your Company Name]

To: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm your order for export. Below are the required documentation requirements to ensure a smooth shipping process:

- Commercial Invoice
- Packing List
- Bill of Lading
- Export License (if applicable)
- Certificates of Origin
- Insurance Certificate (if applicable)
- Export Declaration
- Received Export Permit (if applicable)

It is crucial that all documents are completed and submitted prior to shipment to avoid any delays. Please reach out to us if you have any questions or require further assistance.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]