

Freight Forwarding Instructions for Export

Date: [Insert Date]

To: [Freight Forwarder's Name]

Company Name: [Freight Forwarder's Company Name]

Address: [Freight Forwarder's Address]

Contact Number: [Freight Forwarder's Contact Number]

Email: [Freight Forwarder's Email]

Subject: Freight Forwarding Instructions for Shipment

Dear [Freight Forwarder's Name],

We hereby provide you with the instructions for the export of our goods as detailed below:

Shipment Details:

- Shipper: [Shipper's Name]
- Consignee: [Consignee's Name]
- Destination: [Destination Country and City]
- Incoterms: [Incoterms Used]
- Shipping Date: [Expected Shipping Date]

Cargo Information:

- Description of Goods: [Description of Goods]
- Quantity: [Quantity]
- Weight: [Total Weight]
- Dimensions: [Dimensions of Package]

Documentation Required:

- Commercial Invoice
- Packing List
- Bill of Lading
- Export License (if applicable)

Please proceed with the necessary arrangements for shipping and let us know if you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]