

Customs Clearance Documentation Checklist

Date: _____

To Whom It May Concern,

We are submitting the necessary documents for the customs clearance of our shipment. Below is the checklist of all required documentation:

- Commercial Invoice
- Packing List
- Bill of Lading
- Import/Export License
- Certificate of Origin
- Insurance Certificate
- Customs Declaration Form
- Any additional permits required

Please ensure that all documents are reviewed, and do not hesitate to contact us for any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]