

# Customs Clearance Documentation Request

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request the necessary documentation required for the customs clearance of our shipment with tracking number [Insert Tracking Number]. The shipment is scheduled to arrive on [Insert Arrival Date], and we want to ensure a smooth clearance process.

To facilitate this, please provide us with the following documents:

- Commercial Invoice
- Packing List
- Bill of Lading/Airway Bill
- Any applicable certificates

We appreciate your timely assistance in this matter and look forward to your prompt response. Should you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]