

Import Shipping Instructions for Commercial Goods

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Subject: Import Shipping Instructions

Dear [Recipient's Name],

We are writing to provide you with the shipping instructions for the recent import of commercial goods. Please follow the guidelines outlined below to ensure a smooth shipping process:

Shipping Information:

- **Shipping Carrier:** [Insert Carrier Name]
- **Tracking Number:** [Insert Tracking Number]
- **Estimated Arrival Date:** [Insert Date]

Documentation Required:

- Commercial Invoice
- Packing List
- Bill of Lading
- Import Declaration

Customs Clearance:

Please be advised that customs clearance is required upon arrival. Ensure that all documentation is complete to avoid any delays.

Contact Information:

If you have any questions regarding these instructions, please do not hesitate to contact us:

Email: [Your Email]

Phone: [Your Phone Number]

Thank you for your attention to these instructions. We look forward to your prompt action.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Address]