

# Import Shipping Instructions for Customs Clearance

Date: [Insert Date]

To: [Customs Broker/Agent Name]

Company: [Company Name]

Address: [Company Address]

Dear [Customs Broker/Agent Name],

We are writing to provide you with the shipping instructions for our upcoming import shipment. Please find the details below to ensure smooth customs clearance:

## Shipment Details

- **Invoice Number:** [Insert Invoice Number]
- **Bill of Lading:** [Insert Bill of Lading Number]
- **Carrier Name:** [Insert Carrier Name]
- **Estimated Arrival Date:** [Insert Estimated Date]

## Document Requirements

Please ensure that the following documents are submitted for customs clearance:

1. Commercial Invoice
2. Packing List
3. Bill of Lading
4. Certificates of Origin (if applicable)
5. Other relevant permits or licenses

## Special Instructions

[Any specific instructions regarding the shipment]

We appreciate your prompt attention to these instructions. Should you require any additional information or clarification, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]