

# Import Shipping Instructions

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Subject: Shipping Instructions for Electronic Items

Dear [Recipient's Name],

We are pleased to provide you with the shipping instructions for the import of electronic items as per our agreement. Please find the details outlined below:

## Shipment Details

- Product Name: [Insert Product Name]
- Quantity: [Insert Quantity]
- Model Number: [Insert Model Number]
- HSN Code: [Insert HSN Code]

## Shipping Instructions

1. All electronic items must be packed using appropriate cushioning materials to prevent damage during transit.
2. Label each package clearly with the product name and handling instructions.
3. Include the commercial invoice and packing list inside the shipment.
4. Ensure compliance with all customs regulations and duties applicable for electronic goods.
5. Provide the tracking number once the shipment is dispatched.

Should you have any questions or require further assistance, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]