

# Import Shipping Instructions

Date: [Insert Date]

To: [Freight Forwarder's Name]

[Freight Forwarder's Company Name]

[Freight Forwarder's Address]

Subject: Shipping Instructions for Import Shipment

Dear [Freight Forwarder's Name],

We wish to provide you with our shipping instructions regarding the upcoming import shipment scheduled for [Insert Shipment Date]. Please find the details below:

## Consignee Information:

Name: [Consignee Name]

Address: [Consignee Address]

Contact Number: [Consignee Contact Number]

## Shipment Details:

Shipment Reference Number: [Reference Number]

Container Number: [Container Number]

Item Description: [Description of Items]

Quantity: [Total Quantity]

## Special Instructions:

[Any special handling requirements, delivery instructions, or other notes]

## Documentation:

Please ensure that the following documents accompany the shipment:

- Commercial Invoice
- Packing List
- Bill of Lading
- Any other relevant documents

Thank you for your attention to these instructions. Should you have any questions or require further information, please feel free to contact us at [Your Contact Information].

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Number]