

Import Shipping Instructions

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

City, State, Zip: [Recipient's City, State, Zip]

Dear [Recipient's Name],

We are writing to provide you with the shipping instructions for the import of small packages. Please ensure that the following guidelines are followed to facilitate a smooth shipping process:

1. **Delivery Address:** Please ship all packages to the following address:

[Insert Delivery Address]

2. **Contact Person:** Please address all packages to [Insert Contact Person's Name] and include their phone number: [Insert Phone Number].
3. **Preferred Shipping Carrier:** We recommend using [Insert Shipping Carrier] for all shipments. Please provide tracking information once the packages have been shipped.
4. **Customs Documentation:** Ensure all necessary customs forms are completed accurately. Include invoices and shipping labels with the packages.
5. **Package Size and Weight:** Each package should not exceed [Insert Size/Weight Limit].

If you have any questions or require further information, please do not hesitate to contact us at [Insert Your Email] or [Insert Your Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company's Contact Information]