

Export Documentation Confirmation

Date: [Insert Date]

To:

[Shipping Agent's Name]

[Shipping Agent's Company]

[Shipping Agent's Address]

[City, State, ZIP]

Email: [Shipping Agent's Email]

Phone: [Shipping Agent's Phone]

Dear [Shipping Agent's Name],

We hereby confirm that all necessary export documentation for the shipment listed below has been completed and is ready for export.

Item Description	Quantity	Destination	Invoice Number
[Item Description]	[Quantity]	[Destination]	[Invoice Number]

Please ensure that all documentation is handled according to the regulations and the shipment is dispatched as per the schedule.

If you require any further information or clarification, do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, ZIP]

Email: [Your Email]

Phone: [Your Phone]