

Export Shipping Instructions for Customs Clearance

From: [Your Company Name]

Address: [Your Company Address]

Date: [Current Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Shipping Instructions

Dear [Recipient Name],

We are writing to provide you with the shipping instructions for the upcoming export of goods. Please find below the necessary details for customs clearance:

Shipment Details

- **Shipment Reference:** [Shipment Reference Number]
- **Invoice Number:** [Invoice Number]
- **Goods Description:** [Description of Goods]
- **Quantity:** [Quantity]
- **Value:** [Total Value]
- **Delivery Terms:** [Incoterms]

Customs Clearance Instructions

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

- Commercial Invoice
- Packing List
- Bill of Lading
- Export License (if applicable)
- Certificates of Origin (if required)

Contact Information

For any queries, please contact:

- **Name:** [Your Contact Name]
- **Email:** [Your Email Address]
- **Phone:** [Your Phone Number]

Thank you for your attention to these details. We appreciate your cooperation in ensuring a smooth customs clearance process.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]