

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient's Name

Recipient's Position

Company Name

Company Address

City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to remind you about the outstanding shipping documents related to our recent shipment (Invoice #12345) dated [Date of Shipment]. As of today, we have not yet received the necessary documents, which are essential for us to complete our import process.

We kindly request that you send the required documents at your earliest convenience to avoid any delays in the shipping process.

If you have already sent the documents, please disregard this notice, and we would appreciate it if you could provide us with the tracking information.

Thank you for your prompt attention to this matter. We look forward to your swift response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]