

# Shipping Compliance Guidelines

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company Name]

Address: [Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. As part of our ongoing commitment to compliance and safety in our shipping operations, we have established the following guidelines that we kindly ask you to adhere to when shipping products with us.

## Shipping Compliance Guidelines

1. Ensure all items are packaged securely to prevent damage during transit.
2. Label all packages clearly with the destination address and return information.
3. Complete all necessary customs documentation for international shipments.
4. Adhere to weight and size limitations specified by the shipping carrier.
5. Properly classify hazardous materials and comply with regulations.

Failure to comply with these guidelines may result in delays or additional fees. We appreciate your cooperation in maintaining our shipping standards.

If you have any questions regarding these guidelines, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]