

Shipping Documentation Check

Date: [Insert Date]

To: [Vendor's Name]

Company: [Vendor's Company Name]

Address: [Vendor's Address]

Dear [Vendor's Name],

We are conducting a routine check of shipping documentation for our recent transactions. Please ensure that the following documents are included with your shipments:

- Bill of Lading
- Commercial Invoice
- Packing List
- Certificate of Origin (if applicable)
- Any other relevant documents

It is essential to provide complete and accurate documentation to avoid any delays in processing and receiving shipments. Please confirm that all required documents are prepared and include them with your next shipment.

If you have any questions or need further clarification, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]