

Import/Export Transaction Agreement Notification

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to notify you that an agreement has been reached regarding the import/export transaction between [Your Company Name] and [Recipient's Company]. Below are the details of the agreement:

Transaction Details:

- **Product Description:** [Insert Description]
- **Quantity:** [Insert Quantity]
- **Price:** [Insert Price]
- **Shipping Terms:** [Insert Shipping Terms]
- **Estimated Delivery Date:** [Insert Date]

Please confirm your acceptance of this agreement by signing below and returning a copy to us at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Acceptance:

Signature

[Date]