

# Permission Letter for Import/Export Transaction

Date: [Insert Date]

To,

[Recipient Name]

[Company Name]

[Company Address]

Subject: Permission for Import/Export Transaction

Dear [Recipient Name],

This letter is to formally grant permission for the import/export transaction involving [Product Name or Description]. The details of the transaction are as follows:

- Transaction Type: [Import/Export]
- Product Name: [Product Name]
- Quantity: [Quantity]
- Shipping Date: [Shipping Date]
- Destination: [Destination Address]

Please ensure that all necessary documentation and compliance requirements are fulfilled to facilitate a smooth transaction.

Should you have any questions or require further information, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]