

Import/Export Transaction Verification Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you regarding the verification of your recent import/export transaction with the reference number [Transaction Reference Number].

Transaction Details:

- **Transaction Type:** [Import/Export]
- **Date of Transaction:** [Transaction Date]
- **Amount:** [Transaction Amount]
- **Product Description:** [Product Description]

For verification purposes, please ensure that all provided information is accurate and confirm by replying to this notice within [Time Frame]. If you have any questions or require further assistance, please feel free to contact us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[Your Company Contact Information]