

Export-Import Agency Duties and Responsibilities

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to provide you with a detailed overview of the duties and responsibilities of our Export-Import Agency. Our agency plays a crucial role in facilitating international trade and ensuring compliance with relevant regulations.

Duties and Responsibilities:

- Conducting market research to identify potential international buyers and suppliers.
- Handling all administrative tasks related to export and import processes.
- Preparing and managing necessary documentation for shipping and customs clearance.
- Ensuring compliance with national and international trade regulations.
- Coordinating with freight forwarders, shipping agents, and customs brokers.
- Providing guidance on tariff classifications and valuation of goods.
- Negotiating contracts and payment terms with overseas clients.
- Monitoring and reporting on shipment status and resolving any issues that arise.

We are committed to providing exceptional service and ensuring that all transactions are conducted smoothly and efficiently. Should you have any questions or require further information, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Agency Name]

[Contact Information]