

# International Freight Shipping Requirements

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

City, State, Zip Code: [Recipient's City, State, Zip]

Dear [Recipient's Name],

We are writing to provide you with the necessary requirements for the international freight shipping of your goods. Please review the following important details:

## Shipping Documents Required:

- Commercial Invoice
- Bill of Lading
- Packing List
- Export License (if applicable)
- Import Permit (specific to destination country)

## Packaging Requirements:

- Use sturdy packaging materials.
- Label all packages clearly with complete shipping information.
- Ensure compliance with destination country regulations.

## Customs Clearance:

Ensure all customs formalities are completed prior to shipping. Provide detailed descriptions and values for all shipped items.

## Shipping Schedule:

Please confirm the expected shipping date by [Insert Confirmation Date].

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

Thank you for your attention to these requirements.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]