

International Shipping Instructions

From: [Your Company Name]

Address: [Your Company Address]

Email: [Your Email Address]

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Subject: International Shipping Instructions

Dear [Recipient's Name],

We are pleased to confirm the shipment of your order. To ensure a smooth delivery process, please follow the instructions outlined below:

Shipping Details:

- **Shipment Date:** [Insert Shipment Date]
- **Carrier:** [Insert Carrier Name]
- **Tracking Number:** [Insert Tracking Number]

Customs Documentation:

Please ensure the following documents are prepared for customs clearance:

- Commercial Invoice
- Packing List
- Certificates of Origin (if applicable)

Packaging Instructions:

All items should be securely packaged to prevent damage during transit.

Contact Information:

If you have any questions regarding this shipment, please do not hesitate to contact us at [Your Contact Number] or [Your Email Address].

Thank you for your cooperation.

[Your Name]

[Your Position]

[Your Company Name]