

Packing and Labeling Standards for Overseas Shipping

Date: [Insert Date]

To: [Recipient Name]

From: [Sender Name]

Subject: Packing and Labeling Standards for Overseas Shipments

Dear [Recipient Name],

In order to ensure the safe and efficient delivery of shipments overseas, we have established the following packing and labeling standards. Please adhere to these guidelines for all future shipments:

Packing Standards:

- Use sturdy, corrugated boxes with sufficient strength to protect contents.
- Fill empty spaces with cushioning materials such as bubble wrap or packing peanuts.
- Seal boxes with strong packing tape to prevent opening during transit.
- Ensure that the items inside are secured and cannot move around.

Labeling Standards:

- All labels must be clear and legible, using font size no smaller than 12 pt.
- Include the complete delivery address, including country and postal code.
- Use appropriate shipping labels, including 'Fragile' or 'This Side Up' as necessary.
- Each package should have a tracking number affixed to the top.

Compliance with these standards is essential to minimize discrepancies and delays in shipping. Should you have any questions or require further clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]