

# Customs Documentation Checklist

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

**Dear [Recipient's Name],**

We are pleased to provide you with a checklist of required documents for customs clearance. Please ensure that you have the following items ready:

- Commercial Invoice
- Packing List
- Bill of Lading/Air Waybill
- Import/Export License (if applicable)
- Certificate of Origin
- Customs Declaration Form
- Insurance Certificate (if applicable)
- Other Relevant Permits (if required)

We recommend reviewing this checklist prior to shipping to avoid any delays in the customs process.

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

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]