

Follow-Up on Import-Export Documentation Request

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request regarding the documentation related to our import-export transaction dated [Insert Date of Original Request]. We are eager to move forward with the process and would appreciate your assistance in providing the necessary documents at your earliest convenience.

If you require any further information or clarification regarding our request, please do not hesitate to reach out. Your prompt attention to this matter will be greatly appreciated.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]