

Request for Information

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company Name]

Address: [Recipient Address]

City, State, ZIP: [Recipient City, State, ZIP]

Dear [Recipient Name],

We are conducting a review of our international trade compliance processes and require additional information to ensure adherence to all applicable regulations. Your cooperation in providing the requested information is greatly appreciated.

Information Requested:

- Details of exported products and their classification numbers
- Country of origin for all materials used
- Documentation for any relevant export licenses or permits
- Agreements or contracts related to international shipments

Please respond by [Insert Deadline Date] to facilitate our compliance efforts. If you have any questions, do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, ZIP]

[Your Phone Number]

[Your Email Address]