

# Request for International Shipping Documentation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request the necessary documentation required for international shipping of our recent order (Order Number: [Insert Order Number]). We are eager to proceed with the shipment and ensure that all customs requirements are met.

Specifically, we require the following documents:

- Commercial Invoice
- Packing List
- Bill of Lading
- Certificate of Origin

Having these documents will help us avoid any delays and streamline the process for both parties involved. Please let us know if there are any additional requirements we need to fulfill.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]