

Reseller Customs Documentation Requirements

Date: [Insert Date]

To: [Insert Reseller's Name]

Address: [Insert Reseller's Address]

Dear [Reseller's Name],

We are writing to inform you of the customs documentation requirements necessary for the processing of your shipments. Please ensure that the following documents are prepared and submitted with your orders:

- Commercial Invoice
- Packing List
- Bill of Lading or Airway Bill
- Import/Export License (if applicable)
- Certificate of Origin (if applicable)
- Customs Declaration Form

Please note that failure to provide the required documentation may result in delays or additional charges. We appreciate your prompt attention to this matter to ensure a smooth shipping process.

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

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]