

Notification for Missing Customs Documents

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are reaching out to inform you that during the recent review of your shipment, we found that some customs documents are missing. Specifically, we require the following documentation:

- [List missing documents]

In order to avoid any delays in processing your shipment, we kindly request that you provide these documents by [Insert Deadline]. Please send the required paperwork to [Insert Email or Address].

If you have any questions or need further assistance, feel free to contact us at [Insert Contact Information].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]