

Letter of Cargo Shipment Modification

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient Name]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Subject: Modification of Cargo Shipment Export Documentation

Dear [Recipient Name],

We are writing to notify you of modifications required for the export documentation related to our cargo shipment scheduled for [Insert Shipment Date]. Due to [briefly explain reason for modification], we need to update the following details:

- Original Document: [Document Name]
- Modification Needed: [Brief Description of Changes]
- New Document Required: [Document Name]

Please find attached the amended documents for your review and necessary action. We kindly ask for your prompt attention to this matter to ensure there are no delays in the shipment process.

Should you require any further information or have any questions, please do not hesitate to reach out via [email/phone].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]