

Cross-Border Shipment Instructions

Date: [Insert Date]

To: [Freight Forwarder's Name]

From: [Your Company Name]

Subject: Shipment Instructions for [Insert Shipment Reference]

Dear [Freight Forwarder's Name],

We are writing to provide you with the necessary instructions for the cross-border shipment of goods referenced above. Please find the details below:

Shipment Details

Origin: [Insert Origin Address]

Destination: [Insert Destination Address]

Goods Description: [Insert Description of Goods]

Quantity: [Insert Quantity]

Weight: [Insert Total Weight]

Dimensions: [Insert Dimensions]

Documents Required

- Commercial Invoice
- Packing List
- Customs Declaration
- Bill of Lading
- Any other required documents

Special Instructions

[Insert any special handling instructions or requirements]

Please confirm receipt of these instructions and do not hesitate to reach out if you have any questions or require further clarification.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]