

Letter of Clarification on Customs Requirements

Date: [Insert Date]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient Name]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Clarification on Customs Requirements for International Shipment

We are writing to clarify the customs requirements for the international shipment we are coordinating, with tracking number [Insert Tracking Number]. It is essential to ensure that all documentation and protocols are followed accurately to avoid any delays.

The following documents are required for customs clearance:

- Commercial Invoice

- Packing List
- Bill of Lading/Airway Bill
- Export License (if applicable)
- Customs Declaration Form

Please confirm that the above documents will be prepared and forwarded to our shipping partner promptly. If there are any specific requirements from your end or updates on the customs regulations that we should be aware of, please let us know at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]