

International Shipping Documentation Request

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request the necessary documentation for the international shipment of [describe goods] that are scheduled to be shipped on [insert date]. To ensure a smooth process and compliance with all regulations, we kindly ask you to provide the following documents:

- Commercial Invoice
- Packing List
- Bill of Lading
- Certificate of Origin
- Export/Import permits (if applicable)

Please forward the requested documents by [insert deadline] to facilitate timely processing. If you have any questions or require further clarification, feel free to reach out to me directly.

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

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]