

Customs Compliance Letter

Date: [Insert Date]

To: [Supplier's Name]

Your Company Name: [Insert Your Company Name]

Your Address: [Insert Your Company Address]

Your Contact Information: [Insert Contact Information]

Dear [Supplier's Name],

We would like to remind you of the importance of compliance with customs regulations in international shipping. As our valued supplier, it is imperative that all shipments to [Insert Destination Country] adhere to the following requirements:

- Provide accurate and complete commercial invoices for all shipments.
- Ensure all goods are classified correctly for tariff purposes.
- Comply with all export control regulations.
- Provide necessary certificates and permits required by the destination country.
- Maintain records of all transactions for a minimum of [Insert Time Frame] as per regulations.

Failure to comply with these regulations may result in delays, additional fees, or penalties. We appreciate your cooperation in ensuring a smooth shipping process.

Should you have any questions, feel free to contact us at [Insert Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]