

# International Logistics Requirements for Suppliers

Date: [Insert Date]

To: [Supplier's Name]

Company: [Supplier's Company]

Address: [Supplier's Address]

Dear [Supplier's Name],

We are pleased to inform you that your company has been selected as a supplier for our upcoming international logistics project. To ensure seamless collaboration, we would like to outline our logistics requirements as follows:

## 1. Documentation Requirements

- Commercial Invoice
- Packing List
- Bill of Lading
- Certificate of Origin

## 2. Packaging Standards

All products must be packaged in compliance with the international shipping standards to prevent damage during transit. Ensure to use appropriate materials that are durable and weather-resistant.

## 3. Shipping Methods

We recommend the use of [insert preferred shipping methods, e.g., air freight, sea freight]. Please confirm your preferred method and any associated lead times.

## 4. Customs Compliance

Please ensure that all shipments comply with customs regulations applicable in both the exporting and importing countries.

## 5. Contact Information

For any inquiries or additional information, please contact [Contact Name] at [Contact Email] or [Contact Phone Number].

We look forward to a successful partnership and appreciate your attention to these requirements.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]