

Shipping Documentation Requirements

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are writing to inform you of the shipping documentation requirements for our global supply chain. To ensure a smooth shipping process and compliance with international regulations, please provide the following documents with your shipments:

- Commercial Invoice
- Packing List
- Bill of Lading
- Certificate of Origin
- Import/Export Licenses (if applicable)
- Insurance Certificate
- Any relevant customs documentation

It is essential that these documents are completed accurately and sent to us prior to shipment. This will assist in minimizing delays during customs processing. Please ensure that all documentation is in English and in accordance with local and international laws.

If you have any questions regarding these requirements, do not hesitate to reach out to us.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]