

Your Company Name

Your Street Address

City, State, Postal Code

Phone: (xxx) xxx-xxxx

Email: your.email@example.com

Date: [Insert Date]

To,

The Licensing Authority

[Name of Authority/Department]

[Address Line 1]

[City, State, Postal Code]

Subject: Application for Cargo Export License

Dear Sir/Madam,

I am writing to formally apply for a Cargo Export License for [type of goods/commodities] exported by [Your Company Name]. We intend to export these goods to [Destination Country] in compliance with all relevant regulations and requirements.

Attached to this letter, you will find all the necessary documents, including our business registration, compliance certificates, and detailed information about the cargo. We kindly request you to process our application at the earliest convenience.

Please let us know if any additional information or documentation is required.

Thank you for considering our application.

Yours faithfully,

[Your Name]

[Your Position]

[Your Company Name]