

Exporter's Company Name

Company Address Line 1
Company Address Line 2
City, State, Postal Code
Country
Phone: (000) 123-4567
Email: info@company.com

Date: [DD Month YYYY]

To:

The Export Control Authority
Authority Office Address
City, State, Postal Code
Country

Subject: Application for Export Permit – Regulated Goods

Dear Sir/Madam,

We hereby apply for an export permit for the following regulated goods intended for export to [Destination Country]. The details of the shipment are as follows:

Exporter Name:	[Full Exporter Name]
Exporter Address:	[Full Exporter Address]
Consignee Name:	[Consignee's Name]
Consignee Address:	[Consignee's Address]
Description of Goods:	[Describe the goods, technical specifications, and HS Code]
Quantity:	[Quantity]
Country of Destination:	[Destination Country]
Purpose of Export:	[Purpose: e.g., Commercial, Research, etc.]

We affirm that all the information and documents provided are true and accurate. We respectfully request your approval of this export permit application.

Please find attached all necessary supporting documents as per regulatory requirements.

Sincerely,

[Authorized Signatory Name]
[Designation/Title]
[Company Name]