

[Your Company Name]
[Your Company Address]
[City, State, ZIP]
[Phone Number]
[Email Address]

Date: [Insert Date]

To:
[Consignee/Forwarder Name]
[Company Name]
[Address]
[City, Country]

Subject: Import Shipment Instruction Letter

Dear [Recipient's Name],

We kindly request the arrangement and shipment of our imported goods as per the following instructions:

Shipment Details:

Supplier: [Supplier's Name]
Invoice No.: [Invoice Number]
Goods Description: [Description of Goods]
Quantity: [Quantity]
Port of Loading: [Port of Loading]
Port of Discharge: [Port of Discharge]
Final Destination: [Final Destination]
Mode of Transport: [Sea/Air/Land]

Shipping Instructions:

[Provide specific shipping instructions, documentation requirements, special handling, etc.]

Contact Details:

Contact Person: [Name]
Phone: [Phone Number]
Email: [Email Address]

Please confirm receipt of these instructions and advise us if you require any further information.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]

[Optional: CC, Attachments]