

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Shipping Documents for [Description of Shipment]

We are writing to provide you with the shipping documents related to your recent order with us. Enclosed, please find the following documents:

1. Bill of Lading
2. Commercial Invoice
3. Packing List
4. Certificate of Origin (if applicable)

Please review the enclosed documents and confirm receipt. Should you require any further information or assistance, feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]