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[Your Company Letterhead]
[Date]
DHL Express
[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]
Subject: End Use Letter for Machinery Shipment
Dear [Recipient's Name],
We hereby confirm that the machinery being shipped under the tracking
number [Tracking Number] is intended for [specific end use, e.g.,
production, research, etc.].
Details of the shipment:
- Description of machinery: [Description]
- Model/Serial Number: [Model/Serial]
- Quantity: [Quantity]
- Value: [Value]
- Destination: [Destination]
The above-mentioned machinery will be utilized solely for [specific end
use], and we assure compliance with all applicable regulations regarding
the importation and use of such equipment.
Should you require any further information or documentation, please do
not hesitate to contact us.
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Title]
[Your Company]
[Your Phone Number]
[Your Email Address]
[Enclosures if any]
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