

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Nhava Sheva Export Advertisement Code Letter

Dear [Recipient's Name],

I am writing to formally request the advertisement code for exports via Nhava Sheva. Our company, [Your Company Name], is engaged in [brief description of your business and type of goods exported].

As we aim to maintain compliance with the necessary regulations, it is essential for us to secure the appropriate advertisement code for smooth processing and shipment of our goods.

Please find attached all requisite documentation for your reference. We would appreciate your prompt assistance in providing us with the necessary code at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]