Sample Import/Export License Approval Letter

[Your Name]

[Your Title]

[International Trade Department Name]

[Company/Organization Name]

[Organization Address]

[City, State, ZIP Code]

[Date]

[License Applicant's Name]

[Applicant's Address]

[City, State, ZIP Code]

Dear [License Applicant's Name],

Subject: Import/Export License Approval

I am pleased to inform you that your application for an import/export license for [Product Name] has been approved. Your engagement in international trade is valued.

Please review the attached import/export license approval details, including license terms, compliance requirements, and any necessary documentation. If you have any questions or need further information, please contact our international trade department.

We wish you success in your import/export activities and look forward to your contributions to our global business.

Sincerely,

[Your Name]

[Your Title]