

Cross-border product order

Subject: International Order Request - Import Documentation Required

Dear International Sales Department,

I am writing to place an order for shipment to [Country]. Please assist with the international ordering process and necessary documentation.

Order Information:

- Products: [Detailed list with model numbers]
- Quantities: [Specific amounts]
- Destination: [Complete international address]
- Preferred Shipping Method: [Express/Standard/Economy]

Import Requirements:

- Commercial Invoice: Required
- Certificate of Origin: [If needed]
- Product Documentation: [Manuals, compliance certificates]
- Customs Declaration: Accurate product descriptions needed

Shipping Preferences:

- Carrier: [DHL/FedEx/UPS preference]
- Insurance: [Value coverage requested]
- Tracking: Full tracking information required
- Delivery Signature: [Required/Not required]

Please provide detailed quotation including:

- Product costs in [Currency]
- International shipping fees
- Insurance costs
- Any applicable export fees

- Estimated delivery timeframe
- Customs documentation services

I understand international orders require additional processing time and documentation. Please advise of any restrictions or special requirements for shipping to [Country].

Payment can be processed via [International wire transfer/Credit card/PayPal] upon order confirmation.

Thank you for your assistance with this international order.

Respectfully,

[Your Name]

[International Contact Information]

[Time Zone Reference]

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