

# Import/Export Transaction Compliance Authorization Letter

Date: [Insert Date]

To:

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Compliance Authorization for Import/Export Transactions

We, [Your Company Name], located at [Your Company Address], hereby authorize [Authorized Party's Name] to act on our behalf concerning the import/export transactions as per the following details:

## Transaction Details:

- Transaction Type: [Import/Export]
- Product Description: [Description of Goods]
- Transaction Value: [Value in Currency]
- Customs Declaration Number: [Number]

This authorization is granted in accordance with all applicable laws and regulations relating to compliance, and we ensure that all necessary documentation will be provided by the authorized party to facilitate the transaction.

Please feel free to contact us at [Your Phone Number] or [Your Email Address] for any queries regarding this authorization.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

# Import Export Business Letter Sample

**Christian G. Meyer**



**Import Export Business Letter Sample:**

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