

Advice of Dispatch Letter for Export Shipments

Subject: Export Shipment Dispatch Notification " [Shipment/Invoice Number]

Dear [Recipient Name],

We hereby inform you that your export shipment [Invoice/Shipment Number] has been dispatched on [Dispatch Date] via [Freight Forwarder]. The shipment contains [brief description of goods] and is accompanied by all necessary export documents.

Please find attached copies of the Bill of Lading and Invoice. We kindly request acknowledgment upon receipt.

Best regards,

[Your Name]

[Title]

[Company Name]

[Contact Information]

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