

[Your Company/Department Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Address/Company]
[City, State, Zip Code]

Subject: Notice of Pending Documentation for Quarantine Clearance - [Reference/Permit Number]

Dear [Recipient Name],

We are writing to inform you that the quarantine clearance for your shipment/entry, identified by reference number [Reference Number], is currently on hold due to missing or incomplete documentation.

To proceed with the inspection and final clearance, please provide the following outstanding documents:

- [Document Name 1, e.g., Phytosanitary Certificate]
- [Document Name 2, e.g., Import Permit]
- [Document Name 3, e.g., Certificate of Origin]

Please submit these documents via [Email Address/Online Portal] or at our office located at [Physical Address] by [Deadline Date].

Please note that failure to provide the required documentation may result in delays, additional storage fees, or the rejection of the shipment/entry.

If you have already submitted these documents, please disregard this notice or contact us to verify receipt.

Sincerely,

[Your Name]
[Your Title]
[Contact Number]