

Sample Transmittal Letter for International Shipments

<p>INSTITUTIONAL LETTER HEAD & LOGO</p>
<p>Transmittal letter text in primary language of the importing country.</p>
<p>Borrower Signature</p>
<p>Transmittal letter text in English.</p>

The following is suggested text for the transmittal letter. Please edit as appropriate and translate it into your country's primary language. To assist customs inspectors in their inspection of your package, the final transmittal letter must include the text in **BOTH** your primary language and in English.

TO: Customs Office at [COUNTRY NAME] Port of Entry DATE: [We will add the date]
FROM: [BORROWER NAME]
 [BORROWER AFFILIATION]
 [BORROWER ADDRESS]
RE: Contents of this package and purpose of this shipment

This package contains preserved museum specimens borrowed from the Smithsonian Institution in the United States. These specimens have been fixed and preserved and are not pathogenic or infectious. The specimens are packed [dry / in 70% ethanol / in 10% formalin / other - identify]. The specimens are being borrowed from the Smithsonian Institution in support of my scientific research and will be returned to the Smithsonian Institution at the end of the loan period as shown on the attached shipping invoice.

This package contains invertebrate animals in the group [COMMON NAME]. None of these animals are CITES listed. The attached Smithsonian Institution shipping invoice provides a detailed list of the contents of this package including scientific name, preservative, type status and country of origin.

Please contact me if you have questions about the contents of this package. I can be reached by e-mail at [BORROWER E-MAIL ADDRESS] or by telephone at [BORROWER PHONE NUMBER]. If you need to open the inner packages for detailed inspection it is critical that the preservative be replaced and the containers tightly sealed as soon as possible. If you are unable to clear the shipment for delivery to my address please ask the shipper to contact me to arrange the return the package to the Smithsonian Institution at my expense.