

(Date)

NCBFAA
1200 18th Street, NW, Suite 901
Washington, DC 20036

To Whom It May Concern:

This letter is to verify that (Name) has been employed at (Company) for the past (number) years in our logistics department as a (position). (Name) was hired at (Company) specifically for their more than ten years of experience in the industry. Their current responsibilities at (Company) include.

- Create and administer export and import compliance training programs
- Audit and review import and export documentation including shipper's letter of instructions, commercial invoices, country of origin, valuation, etc.
- Audit and update SOPs and compliance manuals pertaining to import and export compliance
- Screen parties and activities for sanctions and controls
- Screen items and countries to determine if export authorization is required
- Support other business units engaged in international transportation to ensure compliance
- Oversee import transactions to ensure compliance with U.S. Customs regulations, including validation, goods valuation, countries of origin, record keeping and special trade programs
- Define, implement and conduct compliance audits and ensure corrective action processes are in place to comply with U.S. and other government regulations
- Maintain and update classifications for the import and export parts database
- Liaise between procurement team, foreign suppliers and carriers to streamline importation of raw materials

If you require any additional information, please feel free to contact me at (number)

(Employer Signature)

Employer Details