

Customs Compliance Request for Additional Information

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. As part of our ongoing commitment to customs compliance and regulatory adherence, we are conducting a review of our import/export documentation and processes.

In order to ensure all documentation is complete and accurate, we kindly request additional information regarding the following items:

- [Specific Item or Document needed]
- [Specific Item or Document needed]
- [Specific Item or Document needed]

Please provide the requested information by [specific date] to avoid any potential delays in our customs clearance processes. Should you have any questions or require further clarification, please do not hesitate to reach out to us at [your contact information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]