

Customs Clearance Request for Commercial Shipment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Customs Authority Name]

[Customs Office Address]

[City, State, Zip Code]

Dear [Customs Officer's Name],

Subject: Customs Clearance Request for Shipment [Insert Shipment Reference Number]

We hereby request the clearance of our commercial shipment arriving on [Insert Arrival Date] under the bill of lading [Insert Bill of Lading Number]. The shipment contains [briefly describe the contents, e.g., "electronic goods," "textiles," etc.].

Attached are the relevant documents required for the customs clearance process, including:

- Commercial Invoice
- Packing List
- Bill of Lading
- Certificate of Origin
- Any additional documentation as required

Please let us know if any further information or documentation is needed to facilitate the clearance process. Our team is keen to assist in any way possible to expedite the shipment's release.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]