

Customs Clearance Request

Date: [Insert Date]

To: [Customs Authority/Agency Name]

Address: [Customs Authority Address]

Dear [Recipient's Name],

I am writing to formally request the clearance of items that were received damaged under shipment [Insert Shipment Number]. The details of the damaged items are as follows:

- **Item Description:** [Insert Description]
- **Quantity:** [Insert Quantity]
- **Value:** [Insert Value]
- **Tracking Number:** [Insert Tracking Number]

Attached are all the relevant documents, including:

- Copy of the bill of lading
- Photos of the damaged items
- Invoice of the items

We kindly request your assistance in expediting the customs clearance process for these damaged items. Please let us know if further information is required.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]