

Customs Clearance Duty Refund Request

Date: [Insert Date]

To,

The Customs Officer,
[Customs Department Name]
[Office Address]
[City, State, Zip Code]

Subject: Request for Duty Refund

Dear Sir/Madam,

I am writing to formally request a refund of customs duties paid on the shipment with the following details:

- **Bill of Lading Number:** [Insert Number]
- **Importer Name:** [Insert Name]
- **Import Date:** [Insert Date]
- **Amount of Duty Paid:** [Insert Amount]
- **Description of Goods:** [Insert Description]

Due to [reason for refund request, e.g., clerical error, returned goods, etc.], I believe I am entitled to a refund of the customs duties paid. Enclosed are the relevant documents including receipts, invoices, and [any other supporting documents].

I kindly request your assistance in processing this refund at your earliest convenience.

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

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]