

Customs Clearance Request for Import Authorization

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 Authority Address]

[City, State, Zip Code]

Subject: Request for Import Authorization - [Import Item Description]

Dear [Customs Authority Name],

I am writing to formally request customs clearance for the import of [insert item description] scheduled for delivery on [insert delivery date]. The details of the shipment are as follows:

- Invoice Number: [Insert Invoice Number]
- Bill of Lading: [Insert Bill of Lading Number]
- Supplier Name: [Insert Supplier Name]
- Country of Origin: [Insert Country]
- Total Value: [Insert Amount]

All necessary documentation is attached for your review, including:

- Commercial Invoice
- Packing List
- Certificate of Origin
- Other Relevant Permits

We appreciate your prompt attention to this matter and look forward to your approval for the import authorization. Should you require any additional information, please do not hesitate to contact me at the provided phone number or email address.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]