

Customs Clearance Request for Personal Goods

Date: [Insert Date]

To:

[Customs Office Name]

[Customs Office Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to request the customs clearance for my personal goods that have recently arrived in [Country/Port Name] under the shipment number [Insert Shipment Number].

The details of the items are as follows:

- Item Description: [Insert Description]
- Quantity: [Insert Quantity]
- Value: [Insert Value]
- Purpose of Import: [Insert Purpose]

I have attached all the necessary documentation including:

- Copy of the invoice
- Copy of the shipping documents
- Copy of my identification

Please let me know if you require any additional information or documentation to expedite the clearance process.

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

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Contact Number]

[Your Email Address]