

Customs Clearance Request for Special Exemption

Date: [Insert Date]

To,
The Customs Officer,
[Customs Department Name]
[Address Line 1]
[Address Line 2]
[City, State, ZIP Code]

Subject: Request for Special Exemption on Customs Clearance

Dear Sir/Madam,

I am writing to formally request a special exemption for the customs clearance of [specify goods or items], which are currently held at [location of the goods]. The details are as follows:

- **Description of Goods:** [Detail description]
- **Value of Goods:** [Value]
- **Bill of Lading No:** [Number]
- **Import Permit No:** [Number]

Due to [explain reason for exemption request], we kindly ask for your consideration in granting this exemption. [Provide any additional relevant information or documentation].

We appreciate your understanding and prompt attention to this matter. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] for any further information or clarification.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, ZIP Code]