

Customs Clearance Request for Temporary Import

Date: [Insert Date]

To,

Customs Department

[Insert Address]

Subject: Request for Customs Clearance for Temporary Import

Dear Sir/Madam,

I am writing to formally request customs clearance for the temporary import of [describe goods, e.g. equipment, machinery] on behalf of [Your Company Name]. The purpose of this temporary import is [state purpose, e.g. trade show, repairs, etc.].

Details of the import are as follows:

- Item Description: [Insert Description]
- Quantity: [Insert Quantity]
- Value: [Insert Value]
- Country of Origin: [Insert Country]
- Expected Duration: [Insert Duration]

We assure you that the items will be re-exported before the expiration of the temporary import period as per the customs regulations. Attached are the relevant documents for your review:

- Copy of the Proforma Invoice
- Copy of the Temporary Import Bond
- Any other relevant documents

We kindly request expedited processing of this clearance to ensure smooth operations. Thank you for your attention to this matter. Please feel free to contact me at [Your Contact Information] should you require further information.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]