

# Customs Duty Payment Adjustment Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To,

Customs Department

[Customs Department Address]

[City, State, Zip Code]

Subject: Request for Adjustment in Customs Duty Payment

Dear Sir/Madam,

I am writing to formally request an adjustment in the customs duty payment for [specific goods or shipment ID], which was processed on [date of transaction]. Due to [brief explanation of the reason for adjustment, e.g., an error in valuation, incorrect tariff classification, etc.], I believe that the amount paid is not accurate.

I have attached all relevant supporting documents that corroborate my request, including invoices, payment receipts, and any pertinent correspondence. I kindly ask you to review this matter and initiate the necessary adjustments to my customs duty payment.

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

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]