

# Customs Duty Payment Exemption Request

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Customs Authority Name]  
[Customs Authority Address]  
[City, State, Zip Code]

Dear [Customs Authority/Officer's Name],

I am writing to formally request an exemption from customs duty payment for [description of goods], which I am planning to import into [country]. The applicable invoice number is [invoice number] dated [date of the invoice].

[Explain the purpose of the exemption, such as charitable contributions, educational purposes, etc., and provide any relevant details to support your request].

I have attached all necessary documentation to facilitate your review, including [list any attached documents, such as receipts, invoices, or other official documents].

I would greatly appreciate your prompt consideration of my request. Please feel free to contact me at the details provided above if you need further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]