

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To Whom It May Concern,

I am writing to inquire about the customs duty payment associated with my recent shipment.

Details of the shipment are as follows:

Tracking Number: [Insert Tracking Number]

Order Number: [Insert Order Number]

Date of Shipment: [Insert Date]

I would appreciate any information regarding the current status of my customs duty payment, as well as any additional documents or actions required on my part.

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

Sincerely,

[Your Name]