

Customs Duty Payment Reminder

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This is a friendly reminder regarding the pending payment of customs duty associated with your recent shipment, reference number [Insert Reference Number].

Details of the customs duty:

- Shipment Date: [Insert Shipment Date]
- Amount Due: [Insert Amount Due]
- Due Date: [Insert Due Date]

Please ensure payment is made by the due date to avoid any penalties or delays in the processing of your shipment.

For any further inquiries, feel free to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]