

Customs Duty Payment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To:

Customs Department

[Customs Office Address]

[City, State, Zip Code]

Subject: Request for Customs Duty Payment

Dear Sir/Madam,

I am writing to formally request the payment of customs duty for the imported goods listed below:

Details of Goods:

- Invoice Number: [Insert Invoice Number]
- Description of Goods: [Insert Description]
- Value: [Insert Value]
- Customs Duty Amount Due: [Insert Amount]

As per the customs regulations, I have enclosed the relevant documents for your review, including the invoice and bill of lading.

I would appreciate your prompt attention to this request, and I am prepared to make the necessary payment as soon as possible upon your confirmation of the amount due.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]