

Customs Clearance Charges Clarification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the customs clearance charges associated with our recent shipment, reference number: [Insert Reference Number].

Upon reviewing the charges outlined in the invoice, I have some questions regarding the following items:

- Import Duty: [Specify any discrepancies or questions]
- Brokerage Fees: [Specify any discrepancies or questions]
- Handling Charges: [Specify any discrepancies or questions]

Could you please provide a detailed breakdown of these charges? It would be helpful to understand how these amounts were calculated and if there are any applicable exemptions or reductions we could consider.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]