

Customs Clearance Request for Transportation Services

Date: [Insert Date]

To:

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request customs clearance for the transportation of goods on behalf of [Your Company Name]. The shipment is scheduled for arrival on [Arrival Date] and includes the following items:

- [Item Description 1] - Quantity: [Quantity]
- [Item Description 2] - Quantity: [Quantity]
- [Item Description 3] - Quantity: [Quantity]

We have attached all necessary documentation, including:

- Invoice
- Packing List
- Bill of Lading
- Import/Export Licenses

Please let us know if you require any further information or additional documentation to facilitate the clearance process. We appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Phone Number]
[Your Email Address]