

Customs Duties Clarification

Date: [Insert Date]

To: [Customs Authority Name]

Address: [Customs Authority Address]

Subject: Request for Clarification on Customs Duties

Dear [Customs Authority Contact Name],

I hope this letter finds you well. I am writing to seek clarification regarding the customs duties applied to our recent importation of goods.

Details of the shipment are as follows:

- Invoice Number: [Insert Invoice Number]
- Shipment Number: [Insert Shipment Number]
- Date of Arrival: [Insert Date]
- Description of Goods: [Insert Description]
- Declared Value: [Insert Value]

We have observed that the customs duties assessed appear to be higher than what we anticipated based on the classification of our goods. We kindly ask for your assistance in clarifying the basis for the duty assessment and whether there are any applicable exemptions or reductions that we may not be aware of.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]