

# Customs Exemption Application

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Customs Department Name]

[Department Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a customs exemption for [specific goods or products] being imported by [Your Company Name]. The reasons for this request are as follows:

- [Reason 1]
- [Reason 2]
- [Reason 3]

We believe that granting this exemption aligns with [provide justification, e.g., company goals, community benefits].

Attached are the necessary documents supporting this application, including [list documents].

Thank you for considering this request. We look forward to your favorable response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Information]

[Your Email Address]