

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the contact information necessary for customs clearance regarding our upcoming shipment. In order to ensure a smooth and timely process, we would appreciate it if you could provide us with the following details:

- Contact Name
- Phone Number
- Email Address
- Company Name
- Address

Thank you for your assistance. Please feel free to reach out if you have any questions or require further information from our side.

Sincerely,

[Your Name]

[Your Position]

[Your Company]