

Letter of Inquiry Regarding Customs Clearance Delay

Date: [Insert Date]

Recipient Name: [Insert Recipient Name]

Company Name: [Insert Company Name]

Address: [Insert Address]

City, State, Zip Code: [Insert City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about a delay in the customs clearance of our shipment with tracking number [Insert Tracking Number], which was expected to clear customs on [Insert Expected Clearance Date]. The delay is causing significant inconvenience and uncertainty for our operations.

Could you please provide an update on the status of the customs process? Additionally, if there are any outstanding documents or actions required from our side, kindly let us know so we can expedite the process.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]