

Customs Clearance Documentation Request

Date: [Insert Date]

To: [Customs Authority/Agency Name]

Address: [Customs Authority/Agency Address]

Dear [Recipient's Name],

I am writing to formally request the necessary documentation required for the customs clearance of our shipment, with the following details:

- **Invoice Number:** [Insert Invoice Number]
- **Tracking Number:** [Insert Tracking Number]
- **Shipment Date:** [Insert Shipment Date]
- **Origin:** [Insert Origin Country]
- **Destination:** [Insert Destination]

We kindly request the following documents:

- Commercial Invoice
- Packing List
- Bill of Lading
- Certificate of Origin
- Any other relevant documents

Your prompt attention to this matter will be greatly appreciated, as it will help ensure a smooth clearance process for our shipment.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]