

Customs Clearance Issue Resolution

Date: [Insert Date]

To: [Customs Authority/Customs Officer's Name]

From: [Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

I am writing to bring to your attention an issue encountered during the customs clearance process for our shipment with tracking number [Insert Tracking Number]. The shipment, which arrived on [Insert Arrival Date], is currently held up due to [briefly describe the issue, e.g., missing documentation, duties not paid, etc.].

We understand the importance of adhering to customs regulations and are committed to resolving this issue promptly. Attached to this letter, you will find the necessary documents which include [list any attached documents like invoices, payment receipts, etc.].

We kindly request your assistance in expediting the clearance process so that we can avoid further delays. Please let us know if there are additional requirements or documents needed from our side.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]