

Letter of Clarification for Customs Clearance Procedure

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

Subject: Clarification on Customs Clearance Procedure

I hope this message finds you well. I am writing to seek clarification regarding the customs clearance procedures related to [specific shipment or product details]. We have encountered some challenges and would appreciate your guidance on the following points:

- Requirements for documentation
- Tariff classification specifics
- Process timeline and expected delays

Your expertise in this matter will be invaluable in facilitating a smooth clearance process. We appreciate your prompt attention to this inquiry and look forward to your detailed response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]