

# Customs Clearance Request

Date: [Insert Date]

To: [Customs Office Name]

Address: [Customs Office Address]

Subject: Request for Customs Clearance for Shipment

Dear [Customs Officer's Name],

I am writing to request customs clearance for our recent shipment with tracking number [Insert Tracking Number], which arrived on [Insert Arrival Date].

The details of the shipment are as follows:

- Sender: [Sender's Name and Address]
- Consignee: [Consignee's Name and Address]
- Description of Goods: [Insert Description]
- Value of Goods: [Insert Value]
- Invoice Number: [Insert Invoice Number]

We have attached all necessary documentation including the commercial invoice, packing list, and any other relevant documents for your review.

Please let us know if you require any further information or documents to facilitate the clearance process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]