

# Customs Brokerage Service Request

Date: [Insert Date]

To: [Customs Brokerage Company Name]

Address: [Customs Brokerage Company Address]

Dear [Broker's Name or Title],

I am writing to formally request your customs brokerage services for my upcoming shipment. Below are the details of the shipment:

- **Shipper Name:** [Your Company Name]
- **Consignee Name:** [Consignee Company Name]
- **Description of Goods:** [Description]
- **Origin:** [Country of Origin]
- **Destination:** [Destination Address]
- **Estimated Arrival Date:** [Date]
- **Value of Shipment:** [Value]

Kindly confirm your availability to handle this shipment and provide me with a quote for your services. If you require any additional information, please do not hesitate to reach out.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]