

Letter of Assistance for Customs Entry Process

Date: [Insert Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to request assistance with the customs entry process for our shipment, which is expected to arrive on [Insert Arrival Date]. The shipment consists of [brief description of goods], and the tracking number is [Insert Tracking Number].

To ensure a smooth customs clearance, we have prepared all necessary documentation, including:

- Commercial Invoice
- Packing List
- Bill of Lading
- Import Permits (if applicable)

We kindly request your support in expediting the customs entry process for this shipment, as it is critical for our operations. Please let us know if additional information or documentation is required.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]