

Customer Service Letter for Customs Clearance

Date: [Insert Date]

To: [Customer's Name]

Address: [Customer's Address]

Dear [Customer's Name],

Thank you for reaching out to us concerning your recent shipment. We understand that you have questions regarding the customs clearance process.

To assist you in expediting the customs clearance of your package, please provide the following documents:

- Commercial Invoice
- Packing List
- Bill of Lading or Air Waybill
- Any additional import permits or licenses applicable

Once we receive the required documentation, our team will work diligently to ensure your shipment clears customs as swiftly as possible.

If you have any further questions or need assistance, please feel free to contact our customer service team at [Phone Number] or [Email Address].

Thank you for your cooperation and understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]