

Customs Clearance Assistance Request

Date: [Insert Date]

To: [Insert Customs Office Name]

Address: [Insert Address]

Dear [Customs Officer's Name or Title],

I hope this message finds you well. My name is [Your Name], and I am writing to request assistance with the customs clearance process for my shipment (Tracking Number: [Insert Tracking Number]). The shipment contains [brief description of goods] and has arrived at your facility on [Insert Arrival Date].

Unfortunately, I have encountered some difficulties regarding [specify the issues, e.g., incomplete documents, tariff classifications, etc.]. I would greatly appreciate your guidance on how to resolve these issues swiftly, as I am eager to facilitate the timely release of my goods.

Attached to this letter are the relevant documents, including [list any attached documents, e.g., invoices, shipping labels, etc.]. Please let me know if any additional information is required.

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]

[Your Email Address]