

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Customs Department  
Company/Organization Name  
Address  
City, State, Zip Code

Dear Customs Officer,

I am writing to inquire about the customs support regarding [specific issue or product]. We are currently facing challenges with [describe the issue briefly], and I would appreciate any guidance or assistance you could provide.

Our company, [Your Company Name], greatly values compliance with customs regulations and seeks to resolve this matter as swiftly as possible. We would be grateful if you could provide us with the necessary information or direct us to the appropriate resources.

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

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]