

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Dubai Customs]

[Department Name]
[Office Address]
[City, State, ZIP Code]

Subject: Request for Approval

Dear [Recipient's Name],

I am writing to formally request your approval for [specific item or purpose]. We are [brief introduction about your business or purpose of the request].

Details of the request:

- Item Description: [Description of the item]
- Value: [Value of the item]
- Quantity: [Quantity]
- Intended Use: [Intended use of the item]
- Relevant Documentation: [List any documents attached, such as invoices, licenses, etc.]

We kindly ask for your assistance in expediting the approval process.

Please let us know if you require any additional information or documentation.

Thank you for your attention to this matter, and we look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]