

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Dubai Customs

[Customs Office Address]

Dubai, UAE

Subject: Request for Processing of Customs Clearance

Dear [Customs Official's Name or "To Whom It May Concern"],

I am writing to formally request the processing of customs clearance for our shipment [Shipment Reference Number or Description of Goods] arriving in Dubai on [Arrival Date]. The details of the shipment are as follows:

- **\*\*Description of Goods:\*\*** [Detailed description]
- **\*\*Quantity:\*\*** [Total quantity]
- **\*\*Value:\*\*** [Declared value]
- **\*\*Shipping Line/Courier:\*\*** [Name of shipping line/courier]
- **\*\*Bill of Lading/Airway Bill Number:\*\*** [Bill number]

We have attached all necessary documentation, including:

1. Commercial invoice
2. Packing list
3. Bill of lading/airway bill
4. Any additional relevant documents

This shipment is crucial for [brief explanation of the purpose of the shipment, e.g., fulfilling a client order, inventory restocking, etc.].

We kindly request your assistance in expediting the customs processing to avoid any delays.

Please do not hesitate to reach out if you require any further information or documentation to facilitate this request. We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Signature (if sending a hard copy)]