

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

Dubai Customs
[Customs Office Address]
Dubai, UAE

Subject: Inquiry Regarding Customs Process

Dear Sir/Madam,

I hope this message finds you well.

I am writing to inquire about the customs procedures and regulations related to [specific item or situation, e.g., the import of personal goods, clearance of a shipment, etc.].

Details of my inquiry are as follows:

- Item Description: [Briefly describe the item]
- Shipment/Reference Number: [Provide any relevant tracking or reference number]
- Expected Arrival Date: [Date of arrival, if applicable]

Could you please provide guidance on the necessary documentation and any applicable duties or taxes? Additionally, if there are any forms that need to be completed, I would appreciate your assistance in directing me to those resources.

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

Sincerely,

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