

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

Dubai Customs

[Department/Division Name]  
[Address of Dubai Customs]

Dubai, UAE

Subject: Request for [Specify Request]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request  
[describe your request briefly].

[Provide necessary details regarding your request, including any relevant  
dates, shipment numbers, and supporting information.]

I kindly request your assistance in this matter and appreciate your  
prompt attention to this request.

Thank you for your cooperation. I look forward to your response.

Sincerely,

[Your Name]  
[Your Job Title/Position if applicable]  
[Your Company Name if applicable]