

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

[Date]  
[Recipient's Name]  
[Title]

Dubai Customs

[Office Address]  
[City, State, Zip Code]

Subject: Request for [Specify Type of Request]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request [briefly describe the nature of your request, e.g., exemption from duties, clearance of goods, information regarding procedures, etc.]. Details of the request are as follows:

- Description of Goods: [Provide a brief description]
- Import/Export Date: [Insert date]
- Invoice/Reference Number: [Insert invoice/reference number]
- Any relevant documentation: [List or briefly describe any attached documents]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Company Name, if applicable]