

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

Dubai Customs

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

Subject: Request for Import of Goods

Dear [Customs Officer's Name or "Sir/Madam"],

I am writing to formally request the approval for the import of goods as detailed below:

1. **\*\*Description of Goods:\*\*** [Provide a detailed description of the goods]
2. **\*\*Quantity:\*\*** [Specify the quantity]
3. **\*\*Country of Origin:\*\*** [Specify the country of origin]
4. **\*\*HS Code:\*\*** [Provide the HS code if applicable]
5. **\*\*Import License:\*\*** [Include import license number if available]

The goods are intended for [state the purpose: sale, distribution, personal use, etc.], and we have ensured compliance with all relevant regulations and guidelines set by Dubai Customs.

Attached to this letter are the necessary documents, including:

- Commercial invoice
- Bill of lading
- Certificate of origin
- Any other applicable documentation

We appreciate your attention to our request and look forward to your prompt response to facilitate our import process.

Thank you for your assistance.

Sincerely,

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