

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

Dubai Customs  
[Customs Office Address]  
Dubai, UAE

Subject: Request for [Specific Request]

Dear [Recipient's Name or "Dubai Customs Team"],  
I hope this letter finds you well. I am writing to formally request  
[specific details of your request, e.g., clearance of goods,  
clarification on procedures, etc.].

Please find attached [any supporting documents or information required].  
The details of my request are as follows:

- Item Description: [Description of the goods]
- Tracking Number: [Tracking number if applicable]
- Invoice Number: [Invoice number if applicable]
- Date of Purchase: [Purchase date]
- Quantity: [Quantity of items]

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

Thank you for your attention to this request.

Sincerely,

[Your Name]  
[Your Job Title or Position, if applicable]  
[Your Company Name, if applicable]