

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

Dubai Customs Authority
[Authority's Address]
[City, State, Zip Code]

Subject: Formal Request for [Specify Purpose - e.g., Clearance, Inquiry, Permission, etc.]

Dear [Recipient's Name or Title],

I hope this letter finds you well. I am writing to formally request [briefly state the purpose of your request, e.g., clearance for specific goods, information regarding customs regulations, etc.].

[Provide any necessary details related to your request, including relevant identifiers such as shipment numbers, invoice numbers, or project details.]

I appreciate your attention to this matter and look forward to your prompt response. Should you require any further information or documentation, please do not hesitate to contact me at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]
[Your Company Name, if applicable]