

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

Dubai Customs

[Department/Contact Person's Name]
[Dubai Customs Office Address]
[City, Zip Code]

Subject: Request for [Brief Description of Request]

Dear [Recipient's Name/To Whom It May Concern],

I am writing to formally submit a request regarding [specific issue or request]. The details of my request are as follows:

- ****Request Type****: [Specify type of request]
- ****Reference Number****: [If applicable]
- ****Description****: [Provide a detailed description of your request]
- ****Supporting Documents****: [List any documents you are attaching]

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

Thank you for your assistance.

Sincerely,

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