

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
Dubai Customs
[Address of Dubai Customs]
[City, Zip Code]
Subject: Request for [Specific Request]
Dear [Recipient's Name/Title],
I am writing to formally request [specific request, e.g., "the release of my goods," "clarification on customs regulations," etc.].
My details are as follows:
- Name: [Your Name]
- Company (if applicable): [Your Company Name]
- Import/Export Reference Number: [Reference Number]
[Provide a brief explanation of the situation or reason for the request, including any relevant dates, documentation, or context.]
I appreciate your attention to this matter and look forward to your prompt response.
Thank you for your assistance.
Sincerely,
[Your Name]
[Your Title (if applicable)]