

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To:

Dubai Customs

[Specific Department/Office Name]

[Office Address]

Dubai, UAE

Subject: Official Request for [Specify Purpose - e.g., Clearance of Goods, Information, etc.]

Dear [Recipient's Name/Title],

I hope this letter finds you well. I am writing on behalf of [Your Company Name] to formally request [specify the nature of your request, e.g., clarification on customs regulations, assistance with the clearance of certain goods, etc.].

[Provide a brief background about your company and the specifics of your request. Include any relevant details, such as shipment numbers, dates, and any previous correspondence regarding the request.]

We trust that you will provide us with the necessary assistance regarding this matter. Please let us know if you require any further information or documentation to process our request.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]