

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

Dubai Customs

[Customs Office Address]  
[City, State, Zip Code]

Subject: Request for [Specific Request]

Dear [Recipient's Name/Title],

I hope this letter finds you well.

I am writing to formally request [specific request, e.g., "a review of my import duty assessment for my shipment"], related to [provide brief details about the shipment or issue, e.g., "consignment number XYZ123"].

[Include any necessary details or documents, e.g., "Attached are copies of the relevant invoices and shipping documents for your reference."]

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 Position, if applicable]  
[Your Company Name, if applicable]  
[Your Company Address, if applicable]