

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

Dubai Customs

[Customs Department Address]  
[City, Zip Code]

Subject: Request for Information

Dear Sir/Madam,

I am writing to formally request information regarding [specific information you need, e.g., import/export regulations, duty rates, etc.]. This information is essential for [brief reason or purpose for the request].

I would appreciate if you could provide the following details:

1. [Detail 1]
2. [Detail 2]
3. [Detail 3]

Should you require any further information or documents to process my request, please do not hesitate to contact me at the above details.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Job Title/Company Name, if applicable]