

[Your Company Letterhead]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To:

Dubai Customs

[Customs Department Address]

Dubai, UAE

Subject: Request for Export Clearance

Dear Sir/Madam,

We are writing to formally request the export clearance for our shipment scheduled for export from Dubai to [Destination Country].

****Export Details:****

- ****Shipper Name:**** [Your Company Name]
- ****Contact Person:**** [Your Contact Name]
- ****Cargo Description:**** [Brief description of the goods]
- ****Invoice Number:**** [Invoice Number]
- ****Packing List Number:**** [Packing List Number]
- ****Total Value of Shipment:**** [Total Value]
- ****Container Number:**** [Container Number]
- ****Shipping Line:**** [Shipping Line Name]
- ****Vessel Name:**** [Vessel Name]
- ****Date of Export:**** [Planned Export Date]

We have ensured that all necessary documents, including commercial invoices, packing lists, and applicable permits, are prepared and attached for your review.

Thank you for your attention to this matter. We appreciate your prompt processing of our request.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Seal (if applicable)]