

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

Subject: Request for Customs Clearance

Dear [Customs Officer's Name],

I hope this message finds you well.

I am writing to formally request customs clearance for my shipment arriving in Dubai. The shipment contains [brief description of goods, e.g., electronics, personal goods, etc.], and the details are as follows:

- Invoice Number: [Invoice Number]
- Bill of Lading/ Airway Bill Number: [Number]
- Shipment Arrival Date: [Date]
- Importer's Name: [Your Full Name or Company Name]
- Importer's Address: [Your Address]

Please find attached all relevant documents including the invoice, packing list, and any required permits for your reference.

I kindly ask for your assistance in expediting the customs clearance process. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]