

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

Dubai Customs
[Office/Department Name]
[Dubai Customs Address]
Dubai, United Arab Emirates

Dear Sir/Madam,

Subject: Request for [Specify Purpose of Request]

I hope this letter finds you well. I am writing to formally request
[briefly state the purpose of your request, e.g., clearance of goods,
information on customs regulations, etc.].

[Provide a detailed explanation of your request, including any relevant
details such as shipment numbers, item descriptions, or specific concerns
you may have.]

I would appreciate your assistance in this matter and look forward to
your prompt response. Thank you for your attention to this request.

Sincerely,

[Your Name]
[Your Position/Title, if applicable]
[Your Company Name, if applicable]