

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

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Organization Address]
[City, State, Zip Code]

Subject: Request for EORI Certificate

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the issuance of an Economic Operator Registration and Identification (EORI) number for [your business name], which is engaged in activities related to international trade.

Our details are as follows:

- Business Name: [Your Business Name]
- Registration Number: [Your Business Registration Number]
- Address: [Your Business Address]
- Tax Identification Number: [Your Tax ID Number]
- Contact Person: [Name of Contact Person]
- Contact Email and Phone: [Contact Email and Phone Number]

The EORI number is essential for facilitating our customs operations within the EU, particularly for [explain briefly the context for your request, e.g., imports/exports].

Please let me know if you require any additional information or documents to process this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Business Name]
[Business Contact Information]