

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: EORI Documentation Request

Dear [Recipient Name],

I am writing to request the necessary documentation related to our Economic Operator Registration and Identification (EORI) number. As part of our commitment to compliance and efficient trade operations, we require the following information:

1. Confirmation of EORI number: [Your EORI Number]

2. Any supporting documents regarding the registration process.

3. Guidelines for any updates or amendments to EORI information.

Please let us know if there are additional steps we need to follow or information required from our side to expedite this process.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Signature (if sending a hard copy)]