

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

[Recipient Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: EORI Number Inquiry

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the EORI (Economic Operators Registration and Identification) number associated with my business.

My company, [Your Company Name], operates in [Your Industry/Field], and we recently engaged in activities that require us to have a valid EORI number for customs procedures.

Could you please assist me with the following queries?

1. Is my EORI number [insert number if you have one] currently valid?
2. What steps do I need to take if I need to apply for or update my EORI number?
3. Are there any specific documents or information required for this process?

Thank you for your assistance with this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]