

[Your Company Letterhead]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: EORI Inquiry Response

We are writing in response to your inquiry regarding the Economic Operators Registration and Identification (EORI) number. We appreciate your patience as we gathered the necessary information.

1. **\*\*EORI Number\*\***: [Insert EORI number]

2. **\*\*Company Information\*\***:

- Company Name: [Your Company Name]

- Address: [Your Company Address]

- VAT Number: [Your VAT number if applicable]

3. **\*\*Purpose of EORI\*\***: [Briefly explain the purpose of the EORI number in relation to your operations]

4. **\*\*Additional Information\*\***: [Any additional relevant details or documents to support your response]

Please do not hesitate to reach out if you need further information or clarification regarding our EORI registration.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]