

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for EORI Number

We, [Your Company Name], are writing to formally request the issuance of an Economic Operator Registration and Identification (EORI) number for our business operations.

Company Details:

- Company Name: [Your Company Name]
- Address: [Your Company Address]
- VAT Registration Number: [Your VAT Number]
- Type of Business: [Brief description of your business]
- Contact Person: [Contact Person's Name]
- Email: [Contact Person's Email]
- Phone: [Contact Person's Phone Number]

We require an EORI number to ensure compliance with customs regulations and facilitate our trade activities within the European Union.

Please find attached the necessary documentation to support our application, including:

1. Proof of VAT registration
2. Business registration certificate
3. Identification documents of the contact person

We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]