

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

[Customs Authority Name]
[Customs Authority Address]
[City, State, Zip Code]

Subject: EORI Number Change Request

Dear [Customs Authority Contact Name/Department],

I am writing to formally request a change to my EORI (Economic Operators Registration and Identification) number. My current EORI number is [Current EORI Number], and I would like to update it to [New EORI Number] due to [brief reason for the change, e.g., change of business name, reorganization, etc.].

Please find attached the relevant documents supporting my request.
Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]
[Company Registration Number, if applicable]