

[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]

Dear [Recipient Name],

Subject: Confirmation of EORI Number

We are writing to formally confirm our Economic Operator Registration and Identification (EORI) number, which is required for customs procedures within the European Union.

Our EORI number is: [EORI Number]

This number is valid as of [Date], and is registered under our company name: [Your Company Name].

Should you require any further information or documentation, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]