

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for EORI Number

I hope this letter finds you well. I am writing to request the issuance of an Economic Operators Registration and Identification (EORI) number for our company, [Your Company Name], which is engaged in [brief description of your business activities].

In accordance with the requirements set forth by [relevant authority or regulation], we understand that possessing an EORI number is essential for conducting import and export operations within the European Union. We kindly ask for your assistance in the process of obtaining our EORI number. Please find enclosed the necessary documents required for this application:

1. Company registration certificate
2. Proof of VAT registration
3. Identification documents of the authorized representative

We appreciate your prompt attention to this request and are looking forward to your positive response. Should you require any further information or documentation, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]