

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

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

Subject: Application for EORI Registration

Dear [Customs Authority Contact Name],

I am writing to formally request the registration of an Economic Operators Registration and Identification (EORI) number for my business, [Your Business Name], which is located at [Business Address].

Business Details:

- Legal Name: [Your Business Name]
- VAT Number: [Your VAT Number]
- Type of Business: [Type of Business, e.g., sole proprietorship, corporation]
- Contact Person: [Contact Person Name]
- Contact Number: [Contact Number]

Please find enclosed the necessary documents to support my application, including:

1. Proof of identity (e.g., ID card or passport)
2. Proof of business registration
3. Current VAT registration certificate

I appreciate your prompt attention to my application, as the EORI number is crucial for my trading activities within the EU. Should you require any further information, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Title]  
[Your Business Name]