

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Update of EORI Number

We are writing to inform you of an important update regarding our Economic Operators Registration and Identification (EORI) number.

As of [effective date], our new EORI number is [new EORI number]. Please update your records accordingly.

This change is necessary due to [reason for the change, if applicable].

We appreciate your prompt attention to this matter and apologize for any inconvenience this may cause.

If you have any questions or require further clarification, please do not hesitate to contact us at [your email address] or [your phone number].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]