

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

Customs and Border Protection  
John F. Kennedy International Airport  
Building 77  
Jamaica, NY 11430

Subject: Request for Assistance with Customs Issues

Dear Sir/Madam,

I hope this letter finds you well. I am writing to seek your assistance regarding an issue I encountered during my recent arrival at John F. Kennedy International Airport on [Date of Arrival].

[Briefly describe the customs issue you faced, including any specific details such as items involved, duration of wait, or any misunderstandings that arose.]

This experience has been quite distressing, and I would like to resolve this matter promptly. I am requesting any guidance or information on how I can address this issue effectively.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]