

[Your Company Letterhead]

[Date]

To,

The Customs Officer,

Nhava Sheva Port,

[Customs Office Address]

Subject: Import AD Code Application

Dear Sir/Madam,

We, [Your Company Name], wish to apply for an AD Code for our imports through Nhava Sheva.

Details of our company are as follows:

- Company Name: [Your Company Name]
- Address: [Your Company Address]
- PAN Number: [Your PAN Number]
- GST Number: [Your GST Number]
- Contact Person: [Contact Name]
- Phone Number: [Contact Phone]
- Email Address: [Contact Email]

We intend to import [Brief Description of Goods] and assure you that all necessary documentation will be provided as required.

Kindly process our application at your earliest convenience.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Designation]

[Your Company Name]

[Your Signature if sending a hard copy]