

THIS IS A SAMPLE-

The letter you will make, should be following this format.

**THIS LETTER MUST BE ON A COMPANY LETTER HEAD
YOUR COMPANY NAME & LOGO
ADDRESS – PHONE – FAX**

Date: ___ / ___ / _____

To Whom It May Concern:

I, *(President Name)* president of *(You're Company Name)*, identified with *(Country)* Passport No. *(Passport No)*, would like to inform U.S *CUSTOMS AND BORDER PROTECTION*, that *(Leave Blank)* of *(Leave Blank)* identified with U.S. Drivers License No. *(Leave Blank)*, is an authorized agent, buyer, seller, importer, exporter, etc. of *(You're Company Name)*, and is responsible for all matter concerning the export and/or import of motor vehicles on behalf of our company. We appreciate your assistance in facilitating the process of clearance and validation

Sincerely,

(You're Name)
President

(Certified Information):
