January 01, 2021

Supervisor  
Cargo Accounts Office  
The Port Authority of Trinidad and Tobago  
Dock Road  
**Port of Spain**

Re: Authorisation of Customs Brokerage Company

Dear Sir/Madam,

Please be advised that **ABC Brokerage Company** has been engaged to conduct all transactions related to the processing of documents and clearance of cargo on our behalf.

All courtesies that can be extended will be greatly appreciated.

Attached is a copy of my Driver’s permit or National Identification or Passport.

Respectfully,

**PLACE**

**STAMP HERE**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Jane Doe  
Managing Director  
Mobile: 456-7890