January 01, 2021

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

Re: Authorisation of Customs Broker

Dear Sir/Madam,

Please be advised that **Mr. Patrick Star** is employed with **XYZ Company Ltd.** and is authorised to conduct all transactions related to the processing of documents and clearance of cargo on our behalf.

Please see information in the table below with respect to his credentials.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of  Broker | Broker License No. | Expiry Date | Wharf Pass No. | Expiry Date | Specimen Signature |
| Patrick Star | B123 | 10.06.2021 | C 567 | 31.12.2021 |  |

The relevant copies of identification are attached.  
  
All courtesies that can be extended will be greatly appreciated.

Respectfully,

**PLACE**

**STAMP HERE**

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