January 01, 2024

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

**Re: Employment of Customs Broker**  
  
Dear Sir/Madam,

I, Jane Smith of One Woodbrook Place, Port of Spain, DP# 9201234 or ID# 123456789 or PP# T123456 hereby authorize Customs Broker - **Patrick Star, Customs Broker’s Licence # xxxx,** to conduct all transactions related to the processing of documents and clearance of cargo on my behalf as it relates to Bill of Lading ABCXYZ123.   
  
Thanking you in advance for your kind assistance.

Respectfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Jane Smith\*  
Mobile: 456-7890

\*A valid form of National Identification must be attached.

\*Copies of valid Customs Broker’s Identification and Wharf Pass for Patrick Star are attached.