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,

Please be advised that **Customs Broker – John Doe, Customs Broker’s Licence xxxx** has been engaged to conduct all transactions related to the processing of documents and clearance of cargo on our behalf.

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

Respectfully,

**PLACE**

**STAMP HERE**

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