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