

XYZ Company Ltd.

123 Sample City, Trinidad

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,

Jane Doe
Managing Director
Mobile: 456-7890

PLACE
STAMP HERE