

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 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,

Jane Doe
Managing Director
Mobile: 456-7890

PLACE
STAMP HERE