

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Customs Office Name]
[Officer Name or Department]
[Customs Office Address]
[City, State, Zip Code]

Subject: Request for Extension of Customs Guarantee No: [Guarantee Number]

Dear [Officer Name/To Whom It May Concern],

We are writing to formally request an extension of the Customs Guarantee referenced below:

- **Guarantee Number:** [Enter Number]
- **Current Expiry Date:** [Enter Date]
- **Proposed New Expiry Date:** [Enter Date]
- **Bond/Guarantee Amount:** [Enter Amount]
- **Entry/Reference Number:** [Enter Number]

The extension is required due to [Briefly state reason, e.g., delay in shipment, pending final assessment, or extended storage requirements].

Attached to this letter, please find the following supporting documents:

- Copy of the original Guarantee
- Endorsement from the Bank/Surety Company confirming the validity of the extension
- [Additional Document 1]
- [Additional Document 2]

We request your favorable consideration of this application to ensure compliance with customs regulations and to avoid any disruption in our operations. Please notify us once the extension has been formally approved.

Thank you for your time and assistance in this matter.

Sincerely,

[Signature]
[Printed Name]

[Job Title]

[Company Stamp/Seal]