

Date: [Insert Date]

To: [Customs Authority Name/Shipping Agency Name]

Address: [Insert Address]

City/Country: [Insert City, Country]

Subject: LETTER OF GUARANTEE FOR CUSTOMS CLEARANCE

Reference Details:

Bill of Lading / Airway Bill No: [Insert Number]

Invoice Number: [Insert Number]

Container/Package Number: [Insert Number]

Description of Goods: [Insert Description]

Dear Sir/Madam,

We, [Company Name], the undersigned, acting as the [Importer/Exporter] of the above-mentioned shipment, hereby request the immediate release and clearance of the goods.

In consideration of you releasing the goods prior to [State Reason, e.g., arrival of original documents / final duty assessment], we hereby irrevocably and unconditionally guarantee the following:

- To provide all original required documentation within [Number] working days from the date of this letter.
- To pay any and all customs duties, taxes, storage fees, penalties, or additional charges that may be assessed by the authorities regarding this shipment.
- To indemnify and hold [Customs Authority/Agency Name] harmless against any liability, loss, or damage resulting from the release of these goods.

This guarantee shall remain in full force and effect until all legal and financial obligations related to this shipment are satisfied.

Sincerely,

[Signature]

Name: [Insert Name]

Title: [Insert Job Title]

Company Stamp: [Space for Stamp]