**(To be typed on letter head and send it to us duly signed)**

**Date :-**

**To,**

**The Asstt. / Dy. Commissioner of Customs,**

**1). Jawahar Custom House,**

**Tal. Uran, Nhava Sheva.**

**Dist. Raigarh,**

**Maharashtra – 400707.**

**2). New Custom House,**

**Ballard Estate,**

**Mumbai 400 001.**

 **Respected Sir,**

 **Sub:- Authority Letter for Clearance of Consignments – reg.**

**This is to inform you that we M/s. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ having Office/Factory/Godown at Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have the honor to inform you that we have authorized M/s. Riya Associates CHA 11/2281, having office at M1 / 12 BMC Colony ,Panchshilnagar , Santoshnagar , Goregoan (E) Mumbai -400 065 to accept our Import/Export clearance work.**

**We further to inform you that M/s. Riya Associates CHA 11/2281 and their employees is authorized by us to transact import & Export clearance work at custom house on our behalf.**

**You are requested to note the same & permit them to do the needful.**

**Thanking you,**

**Yours truly,**

**Company’s Rubber Stamp & Signature**

**with Signature Verification**