

[Your Name/Company Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP]

[Country]

Date: [DD/MM/YYYY]

To:

The Customs Authority

[Customs Office Name]

[Customs Office Address]

[City, State, ZIP]

[Country]

Subject: Loss Declaration for Customs Documentation

Dear Sir/Madam,

I am writing to formally declare the loss of customs-related documents pertaining to the shipment described below:

Details of Lost Documents:

- Shipment/Consignment Number: [Enter Number]
- Date of Shipment: [Enter Date]
- Description of Goods: [Enter Description]
- Documents Lost: [e.g., Bill of Lading, Invoice, Packing List, etc.]

The aforementioned documents were lost due to [state reason, e.g., misplacement, theft, natural calamity, etc.]. Despite diligent efforts to locate the documents, they remain untraceable. The loss has been reported to the relevant authorities (if applicable), and a copy of the report is attached herein.

Kindly acknowledge this declaration and advise on the next necessary steps to comply with customs regulations regarding this consignment.

I undertake full responsibility for the consequences arising from this loss and assure you of my cooperation in any investigation or procedures required.

Sincerely,

[Signature if sending hard copy]

[Your Name]

[Your Position/Title]

[Contact Number]

[Email Address]

Important Notes:

- Always include accurate and truthful information in your declaration.
- Attach supporting documents, such as police reports, if available.
- Consult with customs agents or legal advisors for your specific situation.
- Keep a copy of the declaration and all correspondence for your records.
- Submitting a false declaration can result in penalties or prosecution.