

Importer Company Letterhead

Date: _____

Roberto E. Gallegos DBA Globe Trade Services
2290 Enrico Fermi Dr., Ste 17
San Diego Ca 92154

Mr. Gallegos:

In accordance with 19 CFR 111.36 (c) (2) (i) as our designated U.S. Customs Broker, we would like to inform you that we are authorizing Agencia _____ to coordinate all of our shipments that will be imported into the United States.

Agencia _____, is authorized to coordinate and prepare all documentation for our crossings. They are authorized to send all data directly to you electronically so that you can prepare and process our entries with Customs and Border Protection. We also authorize you to send all bills for services rendered directly to Agencia _____ for processing and payment.

This is the way that we have been working for several years now, and this letter formalizes our instruction and how we want to coordinate our cross border import activity.

If you should have any questions please do not hesitate to call us

Sincerely,

Name

Signature

Title

Company

Address

Phone number