Company Letter Head in Ghana

The Assistant Commissioner,

Ghana Revenue Authority,

 Customs Division

KIA.

Date xxxxxxxxxxx

Dear Sir,

Re: Importation of used personal effect – Mr/Mrs [name]

Mr.xxxxxxx is newly appointed staff of xxxxxxxxxx.

Mr. xxxxxxxx is on transfer to Ghana and he is in the process of importing her used household goods and personal effects through KIA for personal use.

Kindly assist our appointed agent [DESTINATION AGENT] to facilitate the customs clearance at KIA.

Thanks for your kind attention and corporation. !

Yours Sincerely,

[MD/HR or someone in authority at the employing org]!