Company Letter Head in Ghana

The Assistant Commissioner,

Ghana Revenue Authority,

Customs Division

Tema

Date xxxxxxxxxxx

Dear Sir,

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

Mr/Mrs. xxxxxxx is newly appointed staff of xxxxxxxxxx.

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

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

Thanks for your kind attention and corporation. !

Yours Sincerely,!!

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