

Date: _____

To:
U.S. Customs and Border Protection
ACE Portal Enrollment Office

Subject: Authorization to Act as Agent for ACE Portal Account Setup

Dear Sir/Madam,

This letter serves to authorize NYC Supply Chain Solutions Inc to act as the agent for the following importer in the creation and management of their ACE Portal account:

Importer Name: _____

EIN #: _____

Address: _____

Email Address: _____

We hereby request that NYC Supply Chain Solutions Inc be allowed to act on our behalf to complete all necessary steps for ACE Portal account setup and management, including submission of required documents and correspondence.

Please contact us at _____ if any further verification or documentation is required.

Thank you for your attention and assistance.

Sincerely,

Authorized Representative
Importer Name