

(Company Name or Letter Head)

(Name)
(Address)
(Passport Number)

(Date)

The Customs Office
JKIA Nairobi

Reimportation of (Equipment being reimported)

(Insert your name here) will be travelling out of Kenya to (Destination) between (insert dates).

I intend to leave Kenya and return with the following equipment

1. (Name of Equipment) (Serial Number)
2. (Name of Equipment) (Serial Number)
3. (Name of Equipment) (Serial Number)

Kindly facilitate the necessary reimportation documents.

Thank you.

(Signature)

(Name)
(Passport Number)