**[Your Company information]**

[Your Name]  
[Your Position]  
[Company/Organization Name]

[EORI]  
[Address]  
[Email] | [Phone Number]  
[Date]

**To:**  
Where your EORI is registered or country of residence (EU)

**Subject: Request for Delayed Deployment Window for ICS2 Implementation**

Dear XXXXXXX,

I am writing on behalf of [XXXXX] regarding the upcoming implementation of the **Import Control System 2 (ICS2) – Release 3**, which is set to take effect from 1April 2025.

While we fully support the objectives of ICS2 in enhancing security and facilitating efficient trade flows, we would like to formally request an extended **deployment window** for our operations due to the following reasons:

1. **Technical Readiness Challenges** – Our IT infrastructure is still undergoing essential upgrades to ensure full compliance with ICS2 requirements, particularly concerning the new data set requirements and the compliance test needed to certify the solution.
2. **Operational Adjustments** – Given the complexity of road transport and for example the groupage shipments, additional time is needed to adapt our procedures, train personnel, and ensure a smooth transition without disrupting supply chains.
3. **Industry-wide Impact** – We have identified challenges not only within our organization but also among key stakeholders, including customs brokers, logistics partners, and national authorities, who are facing delays in aligning with ICS2 requirements.

Based on these considerations, we respectfully request an **extended deployment window until 31 August 2025** to allow for the necessary technical and operational adjustments.

We appreciate your attention to this request and look forward to your positive consideration.

Thank you for your support and cooperation.

**Sincerely,**  
[Your Name]  
[Your Position]  
[Company/Organization Name]