Supplier Information Request

Date: [Insert Date]

To:

[Supplier's Name]

[Supplier's Address]

[Supplier's City, State, Zip Code]

Dear [Supplier's Name],

We are currently reviewing our supplier information for compliance and reporting purposes. As a valued partner, we request that you please provide us with the following information at your earliest convenience:

- Company Registration Number
- Tax Identification Number
- Bank Account Details
- Contact Information of Key Personnel
- Any relevant certifications (e.g., ISO, industry standards)

Please send the requested documents by [insert response deadline]. If you have any questions, feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Company City, State, Zip Code]