

Vendor Information Verification Request

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

City, State, Zip: [City, State, Zip]

Dear [Vendor Contact Name],

We are currently conducting an audit and require your assistance in verifying the information we have on file for your company. Please provide the following information:

- Company Name
- Federal Tax ID Number
- Contact Person
- Contact Email Address
- Phone Number
- Mailing Address

We appreciate your prompt attention to this matter. Please return the verified information to us by [Insert Deadline Date]. If you have any questions or need further clarification, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]