

Vendor Information Verification Request

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Contact Person],

We hope this message finds you well. As part of our ongoing efforts to ensure the integrity and accuracy of our records, we are conducting a verification of vendor information for our business partnership.

We kindly request your assistance in verifying the following information:

- Company Name: [Insert Company Name]
- Contact Person: [Insert Contact Name]
- Phone Number: [Insert Phone Number]
- Email Address: [Insert Email Address]
- Tax ID Number: [Insert Tax ID Number]
- Address: [Insert Business Address]

Please confirm that the above information is accurate or provide updates as necessary. Your prompt response will be greatly appreciated and will help us maintain a successful and compliant partnership.

Thank you for your cooperation. We look forward to your reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]