

# Vendor Information Verification Request

Date: [Insert Date]

To: [Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Attention: [Contact Person]

Dear [Contact Person],

We are in the process of registering your company as a supplier for [Company Name]. In order to complete this registration, we need to verify some information about your organization.

Please provide the following details:

- Company Name:
- Address:
- Contact Number:
- Email Address:
- Tax Identification Number (TIN):
- Business Registration Number:

We appreciate your prompt response to this request as it will expedite the registration process. If you have any questions, please do not hesitate to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]