

Vendor Information Verification Request

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, ZIP Code]

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our commitment to maintaining accurate records, we kindly request your assistance in verifying your tax information.

Please review the current information we have on file:

- Vendor Name: [Current Vendor Name]
- Tax Identification Number (TIN): [Current TIN]
- Business Address: [Current Address]

If any of the above information is incorrect or has changed, please provide us with the updated details at your earliest convenience. You can fill out the attached Vendor Information Update Form and return it to us via email or mail.

We appreciate your prompt attention to this matter to ensure compliance with tax regulations.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]