

Follow-Up on Tax Documentation

Dear [Subcontractor Name],

I hope this message finds you well. We are following up regarding the tax documentation that we previously requested as part of our records for the [Project Name/Contract]. To ensure compliance with tax regulations, we kindly ask that you provide the necessary documents at your earliest convenience.

Please submit the following items:

- W-9 Form
- Proof of Business License
- Any additional tax-related documents

If you have already sent the documents, please disregard this message. If you need assistance or have any questions, feel free to reach out.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]
[Your Job Title]
[Your Company Name]
[Your Contact Information]