

Subcontractor Tax Documentation Request

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Subcontractor's Name]

[Subcontractor's Company Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

As part of our commitment to compliance and accurate accounting practices, we are requesting that you provide us with the necessary tax documentation for the work completed in [mention the specific project or period]. Specifically, we require the following forms:

- W-9 Form
- Any relevant Certificates of Insurance
- Proof of Tax Identification Number

Please send the requested documentation by [insert deadline date] to ensure that we remain in compliance with IRS regulations and maintain accurate records for our financial reporting.

Thank you for your attention to this matter. If you have any questions or need further information, please feel free to contact me at [your contact information].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]