

Letter of Tax Form Submission

Date: [Insert Date]

To:

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit the required tax forms as a subcontractor for the project we are currently engaged in. Enclosed with this letter, you will find:

- W-9 Form
- 1099-MISC (if applicable)
- Any other relevant tax documents

Please confirm the receipt of these documents at your earliest convenience. Should you require any further information or additional forms, do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]