Supplier Data Request

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our ongoing efforts to maintain accurate records and ensure compliance with our internal policies and regulatory requirements, we kindly request the following information from your company:

- Company Profile
- Tax Identification Number (TIN)
- Banking Information
- Contact Information of Key Personnel
- Certifications and Licenses

Please provide this information by [insert due date]. If you have any questions or need further clarification regarding this request, do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation and prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]