Notification for Tax Identification Number Request

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you that your Tax Identification Number (TIN) request has been received and is currently being processed. We understand the importance of this number for your financial obligations and compliance.

Please allow [insert estimated processing time] for processing. If you have any questions or require further information, feel free to contact us at [insert contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]