

Request for Issuance of Tax ID

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to formally request the issuance of a Tax Identification Number (Tax ID) for [Insert Business Name or Personal Name] as I am in need of it for [insert reason, e.g., opening a bank account, filing taxes, etc.].

Please find attached the necessary documentation required for the application. These include:

- [Document 1]
- [Document 2]
- [Document 3]

I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]