

Transfer Pricing Documentation Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

Subject: Request for Transfer Pricing Documentation

As part of our ongoing compliance with local transfer pricing regulations and to ensure proper documentation of related party transactions for the tax year [Insert Year], we are reaching out to you to request the following information pertaining to your transactions with [Your Company Name]:

- Details of all related party transactions, including amounts and terms.
- Transfer pricing studies or analyses conducted in relation to the transactions.
- Contracts or agreements governing the transactions.
- Any relevant financial statements for the entities involved.
- Benchmarks or comparable data used to establish pricing.

We kindly ask that you provide the requested documentation by [Insert Deadline Date] to ensure that we can complete our transfer pricing documentation in a timely manner.

Thank you for your cooperation. If you have any questions or require further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]