

# Letter for Taxpayer Identification Number Alteration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Tax Authority Contact Name],

I am writing to request an alteration to my taxpayer identification number (TIN). My current TIN is [Current TIN], and I would like to update it to [New TIN].

The reason for this alteration is [briefly explain reason, e.g., legal name change, business structure change, etc.]. I have attached the necessary documentation to support my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Position] (if applicable)