

# **Inquiry Regarding Taxpayer Identification Number Revision**

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Department/Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the process for revising the Taxpayer Identification Number (TIN) associated with my account. I have recently discovered that the TIN on record does not accurately reflect my information.

To facilitate this revision, I would appreciate guidance on the necessary steps and any documentation required. My current TIN is [Current TIN], and I would like to update it to [New TIN].

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

Sincerely,

[Your Name]