

# Notification of Taxpayer Identification Number Change

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that your Taxpayer Identification Number (TIN) has been changed. Please note the new TIN details below:

**New Taxpayer Identification Number:** [New TIN]

This change has been made to ensure accuracy and compliance with tax regulations. Please use the new TIN for all future tax-related documentation and correspondence.

If you have any questions or concerns regarding this change, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]