

Letter of Submission for Taxpayer Identification Number Modification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Request for Modification of Taxpayer Identification Number

Dear [Tax Authority Official's Name],

I am writing to formally request a modification of my taxpayer identification number (TIN). My current TIN is [Current TIN], and I would like to modify it to [New TIN]. This request is necessary due to [provide brief explanation for the modification].

Please find attached the required documents for your reference:

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

I kindly request your assistance in processing this modification at your earliest convenience. Should you require any further information, please do not hesitate to contact me at the phone number or email address provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]