

Supplier Data Confirmation

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We are writing to confirm the accuracy of the supplier data we have on file for your company. Please review the information below and provide any necessary updates:

Supplier Information:

- Supplier ID: [Insert Supplier ID]
- Company Name: [Insert Company Name]
- Contact Person: [Insert Contact Person]
- Email: [Insert Email]
- Phone Number: [Insert Phone Number]
- Address: [Insert Address]
- Tax ID: [Insert Tax ID]

If the above information is correct, please respond with a confirmation. If any updates are needed, kindly provide the necessary details by [Insert Due Date].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]