

Supplier Profile Verification

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We hope this message finds you well. As part of our ongoing efforts to maintain accurate and up-to-date supplier profiles, we are conducting a verification of your company's information.

We kindly ask you to review the following details and confirm their accuracy:

- Company Name: [Company Name]
- Contact Person: [Contact Person]
- Email: [Email Address]
- Phone Number: [Phone Number]
- Address: [Supplier's Address]
- Tax Identification Number: [TIN]

If any of the above information is incorrect, please provide the updated details at your earliest convenience. If all information is accurate, kindly respond with a confirmation by [Specify Deadline].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]