

# Follow-Up on Tax Identification Number Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Department Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to follow up on my application for a Tax Identification Number submitted on [insert application submission date]. As I have not yet received a confirmation or any further communication regarding the status of my application, I would like to inquire about its progress.

Your assistance in expediting this process would be greatly appreciated, as the Tax Identification Number is essential for [state reason, e.g., filing taxes, opening a bank account, etc.].

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

Sincerely,

[Your Name]