

Inquiry Regarding Tax Identification Number Allocation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the allocation of my tax identification number. I recently submitted my application and would like to confirm the status of the allocation process.

Could you please provide me with any updates regarding my application, or let me know if any additional information is required from my side to expedite the process?

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]