

Request for Tax Identification Number Assignment

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To:
[Recipient's Name]
[Recipient's Position]
[Tax Authority Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the assignment of a Tax Identification Number (TIN) for [insert your business name, if applicable] to facilitate our tax compliance obligations.

[Briefly explain the reason for your request, such as the nature of your business, tax filing needs, or any relevant deadlines.]

Please let me know if you require any additional information or documentation to process this request. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]