

Update Request for Tax Identification Number Processing

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Department/Office Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request an update regarding the processing of my Tax Identification Number (TIN) application. I submitted my application on [Insert Submission Date], and I would like to inquire about its current status.

For your reference, my details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Application Reference Number: [Your Reference Number]

Thank you for your attention to this matter. I look forward to your prompt response regarding the status of my TIN application.

Sincerely,

[Your Name]