

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request for the necessary tax details required for our records.

As the deadline approaches, it is essential that we receive the following information:

- [Detail 1]
- [Detail 2]
- [Detail 3]

Your prompt attention to this matter would be greatly appreciated. If you have any questions or require assistance, please do not hesitate to reach out.

Thank you for your time and cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]