

Supplier Onboarding Document Request

Date: [Insert Date]

To: [Supplier Name]

[Supplier Address]

Dear [Supplier Contact Name],

We are excited to begin our relationship with you as a potential supplier for [Your Company Name]. To initiate the onboarding process, we kindly request the following documents:

- Company Registration Certificate
- Tax Identification Number (TIN)
- Insurance Certificates
- Bank Details
- References from other clients

Please submit these documents by [Insert Deadline] to ensure a smooth onboarding experience. Should you have any questions or require further assistance, feel free to reach out to us at [Your Contact Information].

Thank you for your cooperation. We look forward to working together!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]