

Request for Supplier Registration Code

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Supplier Name]

[Supplier Contact Person]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Person],

We are writing to request your supplier registration code, as we are in the process of updating our records. In order to facilitate our ongoing business relationship, we kindly ask you to provide us with your current supplier registration code at your earliest convenience.

Thank you for your prompt attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]