

Request for Supplier Identification Code

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Supplier Company Name]

[Supplier Company Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

I hope this message finds you well. I am writing to formally request the Supplier Identification Code for your company. This code is essential for our records and will facilitate efficient processing of our transactions.

We look forward to continuing our business relationship and appreciate your timely assistance with this matter. If you have any questions, please do not hesitate to contact me.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]