

Request for Supplier Electronic Document Submission

Date: [Insert Date]

To: [Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our ongoing efforts to streamline our procurement process and enhance our record-keeping, we are reaching out to request the electronic submission of the following documents:

- Certificate of Insurance
- W-9 Form
- Product Catalog
- Recent Financial Statements

Please submit these documents in PDF format by [Insert Deadline Date] to ensure uninterrupted processing of our transactions.

If you have any questions or require further clarification regarding this request, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]