

# Call for Supplier Tax Certificates

Date: [Insert Date]

Dear [Supplier's Name],

We hope this message finds you well. As part of our ongoing compliance and due diligence processes, we are reaching out to request your current Tax Certificates.

Please provide the following documents:

- Tax Clearance Certificate
- Value Added Tax (VAT) Registration Certificate
- Any other relevant tax documentation

We kindly ask you to submit these documents by [Insert Deadline Date] to ensure uninterrupted service and adherence to regulatory requirements.

Thank you for your cooperation. If you have any questions or need further clarification, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]