

# Demand for Supplier Tax Data Completion

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

We are reaching out to request your immediate attention to complete the necessary tax documentation required for our records. It has come to our attention that the following tax data is incomplete or missing:

- Tax Identification Number (TIN)
- W-9 Form (if applicable)
- Certification of Foreign Status (if applicable)

As a valued supplier, it is imperative that we maintain up-to-date records to ensure compliance with federal regulations. Please provide the requested information by [Insert Deadline Date] to avoid any disruption in service or payment delays.

If you have any questions or require assistance, please do not hesitate to contact us at [Your Contact Information]. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]