

Inquiry for Supplier Tax Status Verification

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier Name]

[Supplier Position]

[Supplier Company]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

I hope this message finds you well. We are currently updating our records and require verification of your company's tax status for our ongoing compliance processes.

Could you please provide us with the following information:

- Tax Identification Number (TIN)
- Tax Status (e.g., Exempt, Non-Exempt)

We appreciate your prompt attention to this matter, as it will help us maintain accurate records and ensure compliance with relevant regulations.

Thank you for your cooperation. We look forward to your swift response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]