

Notification for Supplier Tax Records Update

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Contact: [Supplier Contact Information]

Dear [Supplier Name],

We hope this message finds you well. We are writing to inform you that we are in the process of updating our records and require your assistance to ensure our files are current and accurate.

To comply with regulatory requirements, please provide us with your updated tax information at your earliest convenience. The specific details we need include:

- Your Tax Identification Number (TIN)
- Business Type (e.g., Corporation, LLC, Partnership)
- Any changes to your address or contact information

Please submit the required information by [Insert Deadline Date]. If you have any questions or need further clarification, feel free to reach out to us at [Your Contact Information].

Thank you for your attention to this matter. We appreciate your cooperation as we work towards maintaining accurate records.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]