

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

We hope this message finds you well. As part of our commitment to ensuring compliance with tax regulations, we kindly request that you provide us with your tax compliance information.

Specifically, we are looking for the following documents:

- Copy of your Tax Identification Number (TIN)
- Recent Tax Compliance Certificate
- Any additional documents verifying your tax status

We appreciate your prompt attention to this matter and ask that you provide the requested information by [due date]. This information is crucial for our records and ongoing partnership.

Thank you for your cooperation. Please feel free to reach out if you have any questions or require further clarification.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]