

Request for Updated Supplier Tax Information

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

We hope this message finds you well. As part of our annual record updates, we kindly request that you provide us with your updated tax information. This is necessary to ensure compliance with tax regulations and to maintain our records accurately.

Please complete the attached W-9 form and return it to us at your earliest convenience. If there are any changes to your business structure or tax identification number, please let us know.

Thank you for your prompt attention to this matter. Should you have any questions, feel free to contact us at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]