

Supplier Tax Details Request

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, ZIP Code]

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our financial documentation and compliance requirements, we kindly request the following tax details from your organization:

- Tax Identification Number (TIN)
- VAT Registration Number
- Copy of Tax Exemption Certificate (if applicable)

Please provide the requested information at your earliest convenience to ensure the smooth processing of our transactions. If you have any questions or require further assistance, feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]