

Supplier Tax Documentation Request

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We hope this message finds you well. In order to ensure compliance with tax regulations, we kindly request the necessary tax documentation from your company.

Please provide us with the following documents:

- W-9 Form (if applicable)
- Tax Exempt Certificate (if applicable)
- Any other relevant tax documentation

Your cooperation in this matter is greatly appreciated. Please send the requested documents to us by [Insert Deadline], to ensure we have everything needed for our records.

If you have any questions or require further assistance, feel free to contact us at [Your Contact Information].

Thank you for your prompt attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[Your Contact Information]