

# Contractor Tax Liability Documentation Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

I hope this message finds you well. As part of our ongoing compliance and record-keeping practices, we require documentation regarding your tax liability related to the services rendered under our contract dated [Insert Contract Date].

Specifically, we would appreciate it if you could provide the following documentation:

- W-9 Form
- Proof of Tax Identification Number
- Any relevant tax returns for the last tax year

Please send the requested documentation by [Insert Deadline Date] to ensure that we remain compliant with all tax regulations and obligations. If you have any questions or require further information, do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]