

[Your Name]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Request for Missing Tax Identification Number (TIN/EIN)

Dear [Recipient Name],

We are currently updating our accounting records and tax documentation for the current calendar year. During a recent review, we noted that we do not have a valid Taxpayer Identification Number (TIN) or Employer Identification Number (EIN) on file for you/your company.

To comply with Internal Revenue Service (IRS) regulations and to ensure accurate reporting of payments made to you, we require this information immediately.

Please provide your tax identification information by completing one of the following actions:

- Fill out and return the enclosed Form W-9.
- Reply to this letter with your formal 9-digit EIN or Social Security Number.

Please provide this information no later than [Date]. Failure to provide a valid TIN may result in backup withholding from future payments as required by law.

If you have already sent this information recently, please disregard this notice. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]