

[Your Name/Authorized Representative Name]
[Your Title/Position]
[Business Name]
[Business Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

To Whom It May Concern,

Subject: Confirmation of Primary Business Operation and Location

This letter serves to formally confirm the primary business operations and physical location of [Business Name].

1. Principal Place of Business:

The primary physical location where business activities are conducted is:

[Full Street Address]
[City, State, Zip Code]

2. Nature of Operations:

[Business Name] is primarily engaged in [Describe main business activity, e.g., retail sales, software development, consulting services]. All core administrative and operational functions are managed at the address listed above.

3. Business Identification:

- Tax ID / EIN: [Insert Number]
- Date of Incorporation/Commencement: [Insert Date]

I certify that the information provided above is true and accurate to the best of my knowledge. Should you require further documentation or verification, please do not hesitate to contact me directly.

Sincerely,

[Signature]

[Typed Name]
[Title]