

[Current Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

**RE: Request for Valid Sales and Use Tax Exemption Certificates**

Dear [Contact Name or Accounts Receivable Department],

In compliance with state tax regulations, [Your Company Name] is currently updating our tax records. Our records indicate that we have purchased taxable items or services from your company without the collection of sales tax based on an exempt status.

To ensure our files remain compliant with state auditing requirements, we require a valid, fully executed Sales and Use Tax Exemption Certificate for the following state(s):

- [State 1]
- [State 2]

Please provide a certificate that includes:

- Your legal business name and address.
- A valid state tax registration number.
- The specific reason for exemption (e.g., Resale, Manufacturing, Non-Profit).
- An authorized signature and current date.

Please return the completed documentation via email to [Email Address] or by mail to the address listed below within [Number] business days.

If we do not receive a valid certificate, we may be required by law to begin charging sales tax on all future invoices.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]

[Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]