

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

[Date]

[Recipient Name]
[Recipient Title/Department]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Request for Tax Identification and Financial Documentation

Dear [Recipient Name],

In order to comply with tax reporting requirements and to update our internal financial records, we kindly request that you provide the following documentation:

- Completed and signed Form W-9 (Request for Taxpayer Identification Number and Certification) or equivalent tax form.
- Current Tax Identification Number (TIN) or Employer Identification Number (EIN).
- Current banking information for electronic fund transfers (if applicable).
- [Optional: Specific Financial Statement or Audit Document Name].

Please provide these documents by [Insert Date] to ensure there are no delays in processing payments or reporting. You may send the files securely via email to [Email Address] or by mail to the address listed above.

All information provided will be kept strictly confidential and used solely for tax and accounting purposes.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]