

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: BN Number Request

I hope this message finds you well. I am writing to request the BN (Business Number) associated with my business, [Your Business Name], which is registered under [Your Business Registration Details].

The details of my request are as follows:

- Business Name: [Your Business Name]
- Registration Number: [Your Business Registration Number]
- Address: [Business Address]
- Contact Information: [Your Contact Information]

I would appreciate any assistance you can provide regarding the issuance of my BN number. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]