

****BN Number Letter Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: BN Number Request

I hope this letter finds you well. I am writing to request the Business Number (BN) associated with my account. The details are as follows:

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

Please let me know if you need any further information or documentation to process my request. Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Business Name]