

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

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Recipient Address]

[City, State, Zip Code]

Subject: BN Number Request/Application

Dear [Recipient Name],

I am writing to formally request/application for a BN (Business Number) for my business, [Your Business Name]. The purpose of this letter is to provide the necessary information and documentation required to process my application.

****Business Information:****

- Business Name: [Your Business Name]
- Business Address: [Business Address]
- Type of Business: [Type of Business]
- Industry: [Industry]

****Ownership Information:****

- Owner Name(s): [Owner Name(s)]
- Contact Information: [Owner Contact Information]

Attached you will find the required documents, including:

1. [Document 1]
2. [Document 2]
3. [Document 3]

Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]