

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

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: BN Number Request

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to request my BN (Business Number) for [specific purpose/reason]. My details are as follows:

- Name: [Your Full Name]
- Business Name: [Your Business Name]
- Address: [Business Address, if different]
- Contact Information: [Your Phone Number/Email]

I kindly ask you to provide my BN number at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Your Company Name, if applicable]
