

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

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: BN Number Application/Information Request

I hope this letter finds you well. I am writing to formally request the BN number associated with [specific purpose, such as business registration, tax identification, etc.].

[Provide any necessary background or context regarding your request. Be concise and to the point.]

Please let me know if you require any further information or documentation to process my request.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Your Company/Organization, if applicable]

[Enclosures: Specify any additional documents attached, if relevant]