

[Your Name]  
[Your Company Name]  
[Your Address]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company]  
[Recipient Address]

**Subject: Request for Buyer Information Regarding [Project/Property/Product Name]**

Dear [Recipient Name],

We are currently processing the [transaction/registration/application] for [Project/Property/Product Name]. To complete our records and ensure all documentation is accurate, we kindly request the following information regarding the buyer:

- Full Legal Name / Entity Name
- Tax Identification Number (TIN) or Registration Number
- Registered Business Address or Residential Address
- Authorized Contact Person and Phone Number
- Email Address for Billing and Correspondence
- Proof of Identification (if applicable)

Please provide this information by [Date]. You may send the details via email to [Email Address] or mail them to our office address listed above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Job Title]