

Date: [Insert Date]

To: [Seller Name]
[Seller Address]
[City, State, Zip Code]

RE: Tax Documentation Request for Property: [Property Address/Legal Description]

Dear [Seller Name/Contact Person],

In connection with the ongoing transaction for the commercial property located at [Property Address], we kindly request the following tax-related documents and information for our records and due diligence:

- Copies of real estate tax bills for the last [Number] years.
- Proof of payment for the current tax year.
- Federal Tax Identification Number (EIN) or Social Security Number for the selling entity.
- Completed and signed Form W-9 (Request for Taxpayer Identification Number and Certification).
- [Optional] Documentation regarding any existing tax abatements or exemptions.
- [Optional] FIRPTA Affidavit (if applicable to foreign sellers).

Please provide these documents by [Insert Date] to ensure the closing process remains on schedule. You may send the digital copies to [Email Address] or mail physical copies to the address listed below.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]
[Your Title]
[Your Phone Number]
[Your Email Address]