

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Landlord or Property Manager Name]
[Landlord Company Name]
[Landlord Address]
[City, State, Zip Code]

RE: Submission of Missing Tax Documentation for Lease at [Property Address/Suite Number]

Dear [Landlord Name],

I am writing to provide the missing tax documentation regarding my commercial lease for the property located at [Property Address].

Please find the following documents enclosed with this letter:

- [Document Name, e.g., Form W-9]
- [Document Name, e.g., Tax Exemption Certificate]
- [Document Name, e.g., Proof of Property Tax Payment]

These documents are being submitted to ensure my tenant file is complete and to comply with the terms of our lease agreement dated [Lease Start Date].

Please confirm receipt of these documents at your earliest convenience. If you require any additional information or have further questions, please contact me directly at [Your Phone Number].

Thank you for your cooperation.

Sincerely,

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