<link to portal>

Hi <first name>,

I wanted to let you know that the Tax Certificate for your account <account name>

with us will expire by <due date>

**// If you have an online portal //**

Please update Tax certificate at the earliest on our portal so that we can exempt you from any taxes on the invoices.

**// If you do not have a portal //**

Please attach the document with this email. Thanks,

<Sender’s Name>

<Sender’s Position>