

To whom it may concern

Dear Sir/ Madam,

I am, (your full name), following up in regard to my Certificate of Employee Information Report.  
Please find my Company details as under,

Company Name:

Social Security Number:

Company address:

The Employee Information Report was filed on dd/mm/yy.

Kindly update with the status of the same.

Thanking you.

Yours faithfully,

(Your full name)

(your address)

(Your contact number)

(your email id)