

Dear Sir/Madam,

Please provide us with an update in regard to the Certificate of Employee Information Report. I have filed for the Employee Information Report on the dd/mm/yy and I have not yet received an email or letter of confirmation with regard to the same.

I am following up to understand when I will receive the Certificate of Employee Information Report.

Here are my Company details for your kind perusal,

Company Name:

Social Security Number:

Company Address:

Awaiting your response.

Thanks and Regards,

(Your full name)

(your address)

(Your contact number)

(your email id)

