

Requesting for Certificate of Employee Information Report (Subject on top)

Address of Government Agency

Date: dd/mm/yy

To whom it may concern

I, (your full name), representing Company (your company name) registered under Social Security Number (your company's SSN) have sent across the Employee Information Report on (mention the date in dd/mm/yy format). I hope you have received and processed the Report in your official documents.

I am following up to understand the delay in getting the Certificate of Employee Information Report. Kindly update me with the status of the same, as I would require the document for IT filing.

I have listed my contact details at the end. Please reach out for any further concerns or queries at the given contact information below.

Thanks and Regards,

(Your full name)

(your address)

(Your contact number)

(your email id)