

Dear Sir/ Madam,

I, (your full name), from (your Company name), have filed for Employee Information Report on dd/mm/yy. All information provided by me is true and accurate to the best of my knowledge.

I hope you have received the document and processed it as per your protocol.

I am following up to see if the Certificate of Employee Information has been sent out yet or not. Kindly expedite the process for the Certificate of Employee Information as I need the document for IT filing.

Looking forward to your response.

Thank you.

Yours faithfully,

(Your full name)

(your address)

(Your contact number)

(your email id)