[Your Name/Department]
[Organization Name]
[Address]
[Date]

[Clinic Name]
[Clinic Address]
[City, State, Zip Code]

RE: Follow-Up on Incomplete Fitness for Duty Records - [Employee Name]

Dear Records Department,

We are writing to follow up on a recent Fitness for Duty evaluation conducted at your facility for our employee, [Employee Name], on [Date of Evaluation].

Upon reviewing the documentation received on [Date Received], we found that the records are incomplete. Specifically, the following information is missing:

- [Item 1: e.g., Specific clearance status for heavy lifting]
- [Item 2: e.g., Physician's signature on page 3]
- [Item 3: e.g., Results of the vision screening]

To finalize this employee's return-to-work status, we require the complete and corrected documentation as soon as possible. Please provide the missing information via [Fax Number] or [Email Address].

If there are additional steps required or if further testing is pending, please notify us immediately. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]
[Your Phone Number]