

[Date]

[Recipient Name]

[Recipient Title/Department]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

Subject: Status Update: Employer Identification Number (EIN) Acquisition for [Business Name]

Dear [Recipient Name],

I am writing to provide you with an update regarding the acquisition of the Employer Identification Number (EIN) for **[Full Legal Business Name]**.

Current Status: [In Progress / Pending IRS Review / Application Submitted]

Details:

- **Application Date:** [Date Submitted]
- **Submission Method:** [Online / Fax / Mail]
- **Reference/Confirmation Number:** [Number if applicable]
- **Expected Completion Date:** [Estimated Date]

The application was submitted to the Internal Revenue Service (IRS) on [Date]. We are currently awaiting final processing and the issuance of the formal CP 575 Notice. This identification number is required to finalize [state purpose, e.g., business bank account setup / payroll processing / contract execution].

We are monitoring the status closely and will notify you immediately once the EIN has been assigned and the official documentation is received.

If you require any further information or temporary documentation in the interim, please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]