

[Date]

[Employer Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Acknowledgement of Employer Portal Registration

Dear [Contact Person Name],

We are writing to confirm that we have successfully received your registration request for the [Portal Name] Employer Portal.

Your application is currently being reviewed by our administration team to ensure all provided information is accurate. This verification process typically takes [Number] business days.

**Registration Details:**

- **Company Name:** [Company Name]
- **Username:** [Username]
- **Reference Number:** [Reference Number]

Once your account has been approved, you will receive a follow-up email containing instructions on how to activate your account and set your password.

If you did not initiate this registration or if you have any questions, please contact our support team at [Support Email] or call [Phone Number].

Thank you for partnering with us.

Sincerely,

[Your Name/Department Name]

[Organization Name]