

XXXX XX, 20XX

Dear employer,

Director,
JPS XXXX Branch Office

Request for Registration in EPI and EHI

We would like to note that, in order to ensure workers' medical and income security, all company employers must register their workplace to be covered by Employees' Pension Insurance (*EPI*) and Employees' Health Insurance (*EHI*) systems by law (For further information, please refer to the enclosed brochures.) However, our records show that your workplace hasn't been registered to these systems.

To establish insurance coverage to your workers, **we kindly request you to register your workplace to be covered by EPI and EHI at our branch office below by XXXX XX, 20XX**. Please make sure to **bring your ID** such as My Number Card (individual number card,) passport or residence card.

While free interpretation service for several languages is available at our branch office, you may bring someone who speaks Japanese.

We thank you for your cooperation.