

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: LNI Documentation Submission

I am writing to submit the necessary documentation for the Labor and Industries (LNI) claim regarding [brief description of the claim or issue]. Enclosed, you will find the required documents, including [list specific documents enclosed, e.g., medical records, incident reports, etc.].

Please feel free to contact me at [your phone number] or [your email address] should you require any additional information or clarification regarding this matter.

Thank you for your attention to this submission. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title, if applicable]