

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

[Recipient Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Workers' Compensation Claims Documentation

I am writing to submit the necessary documentation for my Workers' Compensation claim related to the incident that occurred on [date of incident] at [location of incident].

Enclosed with this letter, you will find the following documents:

1. Completed claim form
2. Medical reports from [doctor's name/hospital]
3. Incident report from [supervisor/manager's name]
4. Proof of employment [e.g., pay stubs, employment letter]
5. Any additional relevant documentation

I kindly request that you acknowledge receipt of these documents and provide an update on the status of my claim at your earliest convenience. Should you require any further information or additional documents, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title, if applicable]