

[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: Letter of Intent for Workers' Compensation Claims Submission

I am writing to formally express my intent to submit a claim for Workers' Compensation regarding [briefly describe the incident or injury, e.g., an injury sustained on [date] while performing job duties at [location]]. This claim is based on [provide a brief explanation of the circumstances, including any relevant details such as medical treatment received, return-to-work plans, etc.]. I have gathered all necessary documentation, including [list any attached documents, such as medical reports, incident reports, and witness statements].

I would appreciate your assistance in facilitating this submission and ensuring that all protocols are followed to expedite the processing of my claim. Please confirm receipt of this letter and advise me on the next steps to take.

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

Sincerely,

[Your Name]
[Your Job Title/Position]
[Company Name (if applicable)]
[Contact Information]