

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Workers' Compensation Claim Communication

Dear [Recipient's Name],

We are writing to inform you about the status of your workers' compensation claim, [Claim Number]. This letter serves to provide details regarding your claim process and any required actions from your side.

1. ****Claim Submission****: Your claim was officially received on [Date of Claim Submission] and has been assigned to [Adjuster's Name] for review.

2. ****Claim Review Process****: The review process typically takes [number] days from the date of receipt. We are currently in the process of gathering all necessary documentation, including medical reports and witness statements.

3. ****Next Steps****:

- Please ensure that you submit any additional documentation by [Deadline] to expedite the review.

- You may contact [Adjuster's Contact Information] for any questions or further information regarding your claim.

4. ****Communication****: We will keep you updated on any changes or decisions related to your claim via [email/phone/mail].

Thank you for your attention to this matter. We appreciate your cooperation as we work through your claim.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]