

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

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

Subject: Request for Workers' Compensation Claims Documentation

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request documentation related to my workers' compensation claim, [Claim Number], which was filed on [Date of Injury].

To assist in the processing of my claim and to ensure all necessary information is gathered, please provide the following documents:

1. Copies of all medical records related to my injury
2. Records of all treatment and consultations
3. Correspondence pertaining to my claim
4. Any forms or waivers that require my completion

If you require any additional information to process this request, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]