

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

[Insurance Company Name]
[Claims Department Address]
[City, State, Zip Code]

Subject: Follow-Up on Workers' Compensation Claim #[Claim Number]

Dear [Claims Adjuster's Name],

I hope this letter finds you well. I am writing to follow up on my workers' compensation claim submitted on [Date of Claim Submission]. My claim number is [Claim Number].

Since my initial submission, I have not received updates regarding the status of my claim, and I would appreciate any information you can provide. I have submitted all necessary documentation, including [mention any key documents already submitted, e.g., medical records, incident report, etc.].

As my recovery process continues, it is essential for me to understand the status of my claim and any further steps that may be required on my end. If there are any additional documents or information you need, please let me know as soon as possible.

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

Sincerely,

[Your Name]

[Your Job Title/Position (optional)]