

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title/Position]  
[Organization/Institution Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Workers' Compensation Exemption

I hope this letter finds you well. I am writing to formally request an exemption from the Workers' Compensation requirement for my business, [Your Business Name], located at [Business Address].

[Explain the reason for your request, including any specific details about your business, the type of work you do, and why the exemption is applicable. Mention any legal references or criteria that support your request.]

I believe that my business meets the necessary qualifications for an exemption, as outlined in [specific section/reference of the law or regulation]. In support of this request, I have attached relevant documentation, including [list any documents you are including, such as financial statements, proof of other insurances, etc.].

I appreciate your consideration of my request and am hopeful for a positive response. Please let me know if you require any further information or documentation to assist in your review.

Thank you for your time and attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Business Name]