

[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],

I am writing to formally request an exemption from the Workers' Compensation requirements due to [briefly state your reason, e.g., having alternative insurance, being a sole proprietor, etc.].

I believe that this exemption is warranted because [provide a short explanation of your circumstances].

I have attached [any necessary supporting documents, if applicable] to substantiate my request.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title, if applicable]