

[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]

Dear [Recipient Name],

Subject: Inquiry Regarding WC Exemption

I hope this message finds you well. I am writing to inquire about the possibility of obtaining a workers' compensation exemption for [Name of Entity/Individual] under [specific code or regulation, if applicable].

[Briefly explain the reason for the exemption request, including any relevant details about your situation or the nature of your work.]

I would appreciate any guidance or clarification regarding the requirements and the process for applying for this exemption. If there are specific forms or documentation needed, please let me know.

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

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]