

[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 WC Exemption

Dear [Recipient Name],

I am writing to formally request an exemption from workers' compensation requirements for [specific reason or situation, e.g., a small business exemption, part-time employment status, etc.].

[Provide a brief explanation of your situation, including any relevant details that support your request.]

I believe that my circumstances warrant consideration for this exemption and I am willing to provide any additional information or documentation that may be required.

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

Sincerely,

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