

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

[Recipient's Name]
[Recipient's Title]
[Organization/Company Name]
[Address]
[City, State, Zip Code]

Subject: Request for WC Exemption

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an exemption from [specify the WC requirement or regulation] due to [briefly explain your reason for the request].

1. ****Introduction****

- Briefly introduce yourself and your situation.
- State the specific WC requirement you are seeking exemption from.

2. ****Reason for Exemption****

- Explain the circumstances that justify your request.
- Provide supporting details or evidence (if applicable).

3. ****Impact of Not Receiving Exemption****

- Describe how not granting the exemption would affect you or your situation.

4. ****Conclusion****

- Thank the recipient for considering your request.
- Encourage them to reach out for further information if needed.

Sincerely,

[Your Name]
[Your Title/Position (if applicable)]