

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

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

Dear [Recipient Name],

Subject: Request for Workers' Compensation Exemption

I am writing to formally request an exemption from workers' compensation requirements for [specific reason, e.g., "my sole proprietorship"], as outlined in [reference relevant state law or regulation, if applicable]. [Provide a brief explanation of your business and why you are seeking the exemption. Include details such as the nature of your work, number of employees, and any relevant facts that support your request.]

I understand the importance of workers' compensation insurance and am committed to ensuring a safe working environment. However, [explain why applying for this exemption is necessary and beneficial].

Attached are [list any supporting documents you are including, such as licenses, insurance declarations, etc.].

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

Sincerely,

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