

[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: Workers' Compensation Correspondence

I hope this letter finds you well. I am writing to discuss my workers' compensation claim pertaining to my injury on [date of injury].

[Briefly explain the purpose of your correspondence, e.g., to request updates, provide medical documentation, or discuss benefits eligibility.]

I have attached [any relevant documents, e.g., medical records, treatment plans, correspondence]. Please let me know if you require any additional information or have questions.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]