

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

[Recipient's Name]
[Company/Insurance Provider Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Inquiry Regarding Workers' Compensation Claim

I hope this letter finds you well. I am writing to inquire about the status of my workers' compensation claim, [Claim Number], which was filed on [Date of Claim].

As I have not received any updates regarding the progress of my claim, I would appreciate any information you can provide about its current status. Additionally, if there are any documents or further information required from my side to expedite the process, please let me know.

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

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Your Claimant Number, if applicable]