

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

[Employer's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Employer's Name],

Subject: Request for Workers' Compensation Benefits

I hope this letter finds you well. I am writing to formally request benefits under the workers' compensation program following an injury I sustained on [date of injury] while performing my job duties as [your job title] at [work location or department].

The details of the incident are as follows:

- \*\*Date of Incident:\*\* [insert date]
- \*\*Description of Injury:\*\* [briefly describe the injury]
- \*\*Circumstances of Injury:\*\* [provide a brief account of how the injury occurred]

I have sought medical attention and my doctor has recommended [briefly outline any treatments or recommendations]. Enclosed are the relevant medical documents, including [list documents, e.g., medical reports, bills, etc.].

I believe I am entitled to compensation due to the nature of my injury and the circumstances under which it occurred. Therefore, I kindly request your assistance in processing my claim for workers' compensation benefits.

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

Sincerely,

[Your Name]  
[Your Job Title] (if applicable)  
[Your Employee ID] (if applicable)  
Enclosures: [list any enclosed documents]