

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request assistance regarding my workers' compensation claim, which pertains to an injury I sustained on [date of injury] while working at [workplace name]. In accordance with the workers' compensation process, I have submitted all necessary documents, including my medical reports and incident report. However, I am experiencing difficulties in receiving the benefits that I am entitled to.

I would appreciate your guidance on the next steps I should take to expedite this process. If there are specific forms or additional documentation required, please let me know at your earliest convenience. 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]