

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

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Subject: Workers Compensation Notification

Dear [Employee's Name],

I am writing to formally notify you regarding your recent workers' compensation claim filed on [date of incident]. We have received your claim and it is currently under review.

Please ensure that you provide any additional documentation required by [date], to help expedite the processing of your claim. If you have any questions or need assistance, do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company Name]