

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

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

Subject: Workers' Compensation Claim - [Your Claim Number]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally address my workers' compensation claim related to the injury I sustained on [Date of Injury] while performing my duties as [Your Job Title] at [Company Name]. [Provide a brief description of the incident, the nature of the injury, and any pertinent details about your medical treatment.]

Since the incident, I have followed all recommended medical treatments and have been adhering to my healthcare provider's advice. [Include any relevant information regarding your recovery progress and how it has affected your ability to work.]

I would like to ensure that my claim is processed efficiently and to inquire about any additional documentation you might need to expedite this process.

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

Sincerely,

[Your Name]
[Your Job Title]