

# Personal Injury Claim Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

## **Subject: Personal Injury Claim for Workplace Injury**

Dear [Employer's Name],

I am writing to formally submit my personal injury claim regarding the incident that occurred on [date of the incident] at [location of the incident]. As you are aware, I suffered injuries as a result of [briefly describe the incident].

Following the incident, I sought medical attention, and I have attached copies of my medical reports and bills for your review. The injuries I sustained include [list of injuries], which have resulted in [briefly explain the impact on your ability to work or daily activities].

As per [mention company policy or relevant laws], I am requesting compensation for my medical expenses, lost wages, and any other related costs incurred as a result of this incident. I have calculated the total amount to be [insert total amount].

I would appreciate your prompt attention to this matter and look forward to discussing this claim further. Please feel free to contact me at [phone number] or [email address] with any questions or to discuss the next steps.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]