

Formal Appeal for Injury Report Submission Delay

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I am writing to formally appeal the delay in submitting my injury report related to the incident that occurred on [insert date of incident]. Due to [briefly explain reason for delay, e.g., medical treatment, personal circumstances], I was unable to provide the report within the designated timeframe.

I understand the importance of timely reporting and assure you that I am committed to fulfilling my responsibilities. I kindly request your understanding and ask for an extension to submit my injury report. I believe this extension will allow me to present a complete and accurate account of the incident.

Thank you for considering my appeal. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]