

# Notification of Extended Injury Report Timeline

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Department: [Your Department]

Subject: Extended Timeline for Injury Report Submission

Dear [Recipient's Name],

We are writing to inform you that the timeline for submitting your injury report has been extended. Due to [reason for extension], additional time will be provided to ensure a comprehensive and accurate submission.

The new deadline for your injury report is [new deadline date]. Please ensure that all necessary information and documentation are submitted by this date.

If you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]