

Workers' Compensation Claim Letter

Date: [Insert Date]

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

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

Subject: Workers' Compensation Claim for Back Injury

Dear [Employer's Name or HR Manager's Name],

I am writing to formally initiate a workers' compensation claim for a back injury that I sustained on [insert date of injury] while performing my duties as [insert job title] at [insert location].

The injury occurred when [provide a brief description of how the injury happened]. Since the incident, I have been experiencing [describe symptoms briefly]. I have sought medical attention from [insert medical provider's name] and have attached the medical documentation supporting my injury and treatment.

I kindly request that you begin the process for my workers' compensation claim. Please let me know if you require any additional information or documentation.

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

Sincerely,

[Your Name]

[Job Title]