

# Workers' Compensation Claim Initiation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

To Whom It May Concern,

I am writing to formally initiate a workers' compensation claim due to exposure to hazardous materials that occurred during my employment at [Company Name]. The exposure took place on [specific date] while I was engaged in [briefly describe the task or circumstance].

Details of the Incident:

- Description of Hazardous Material: [Specify materials]
- Date of Exposure: [Insert date]
- Location of Incident: [Specify location]
- Symptoms Experienced: [List symptoms]

I have sought medical attention and have attached the relevant medical documentation along with this letter. I kindly request that this claim be processed promptly. Please confirm receipt of this claim and any further steps I need to take.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title/Position]

[Employee ID (if applicable)]