

# Injury Compensation Request 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]

Dear [Employer's Name],

I am writing to formally request compensation for injuries I sustained due to a workplace accident that occurred on [date of the accident] at [location of the accident]. As you are aware, I [briefly describe the incident and how it occurred].

Following the accident, I sought medical attention and was diagnosed with [briefly describe injuries]. I have attached the medical documentation that outlines my diagnosis and treatment plan for your reference.

Due to my injuries, I have incurred [mention any medical expenses, loss of wages, etc.], and I am requesting compensation for these expenses. I believe this request is aligned with the company's policies on workplace injuries and compensation.

Thank you for your attention to this matter. I look forward to your prompt response. Please feel free to contact me if you need any further information.

Sincerely,  
[Your Name]