

Injury Claim Report Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Claimant's Name]

[Claimant's Address]

[City, State, Zip Code]

Dear [Claimant's Name],

We are writing to inform you that your injury claim report submitted on [Insert Claim Submission Date] has been received and accepted for processing.

The details of your claim, as well as any supporting documentation, are currently under review. Please be assured that we take such matters seriously and will carry out a thorough investigation into your claim.

If we require any further information or documentation, we will be in contact with you shortly. Otherwise, you can expect to hear back from us within [Insert Time Frame].

Thank you for your patience during this process.

Sincerely,

[Your Name]

[Your Title]

[Company Name]