

Workers' Compensation Claim

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally file a workers' compensation claim regarding my recent accident that occurred on [insert date of incident] while working at the construction site located at [insert project location].

During my shift, I [briefly describe what you were doing when the accident occurred]. Unfortunately, I sustained [describe the nature of your injuries]. I sought medical attention immediately at [insert name of medical facility] and have attached all relevant medical documentation for your review.

As per the workers' compensation policy, I request that the necessary benefits and coverage be provided to me during my recovery period. Please find enclosed the following documents to support my claim:

- Medical reports
- Accident report
- Witness statements (if any)

I appreciate your prompt attention to this matter and look forward to your response. Should you need any further information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your assistance.

Sincerely,

[Your Name]