

Official accident claim letter for workplace injury

Subject: Workplace Accident Claim

Dear HR and Insurance Team,

I am writing to report an accident that occurred during my working hours on [date] at [location].

The incident resulted in [describe injury], and I have since received initial medical treatment.

Enclosed are the medical reports, bills, and incident report prepared by the supervisor.

In line with company policy and workers' compensation coverage, I would like to formally file an accident claim. Please advise on the procedure to ensure the reimbursement of expenses and coverage for ongoing treatment.

Thank you for your support and understanding.

Sincerely,

[Your Name]

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