

Injury Claim Email to Employer for Workplace Accident

Subject: Workplace Injury Claim Submission

Dear [Manager's Name],

I am writing to notify you of the workplace injury I sustained on [date] while performing my duties at [workplace]. The accident occurred when [briefly describe the incident], resulting in [injury type]. I received medical treatment and have attached supporting documents for your review.

As per company policy and labor law requirements, I am formally submitting a claim for compensation and medical expense coverage. I kindly request guidance on the next steps in processing this claim.

Thank you for your understanding and support in ensuring my recovery and fair treatment.

Best regards,

[Your Full Name]

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