

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Representation - Workers Compensation Claim

Dear [Client Name],

Welcome to [Law Firm Name]. We are honored that you have chosen our firm to represent you regarding your workers' compensation claim for the injury sustained on [Date of Injury].

Our primary goal is to ensure you receive the medical treatment and financial benefits you are entitled to under the law. We are currently reviewing your file and will be notifying the insurance carrier and the workers' compensation board of our representation immediately.

What to Expect Next:

- **Communication:** You will receive regular updates on the status of your case. If you receive any documents from the insurance company, please forward them to us right away.
- **Medical Treatment:** It is vital that you attend all medical appointments and follow your doctor's restrictions. Please keep us informed of any changes in your treatment plan.
- **Documentation:** Keep a record of all out-of-pocket expenses, travel mileage for medical visits, and copies of any pay stubs if you are working light duty.

Your case is being handled by [Attorney Name] and [Paralegal/Legal Assistant Name]. If you have any questions, please contact us at [Phone Number] or [Email Address].

We look forward to working with you and helping you through this recovery process.

Sincerely,

[Attorney Signature]

[Attorney Printed Name]

[Law Firm Name]