

### **Sample Letter 3**

Unable to contact letter. Send this letter after attempting to reach the injured employee by phone.

Reminder:

- Send letter out by regular mail and certified mail
- Allow 4 working days for delivery – adjust return to work date to accommodate mailing time.
- Send a copy of the letter to the insurance adjuster managing your claim file.

Date: \_\_\_\_\_

Dear \_\_\_\_\_:

Our records indicate that you were injured on \_\_\_\_\_. Your initial medical treatment was at \_\_\_\_\_, your treating doctor released you to light duty work effective: \_\_\_\_\_.

We have a light duty position available within your restrictions.

We attempted to contact you by phone today, but could not reach you. Please report to work at your regular scheduled time – you will be working at: \_\_\_\_\_, until you are released to return to work full duty.

If you have any questions please call our office at: \_\_\_\_\_.

Sincerely,

Cc: Insurance adjuster