

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Workers' Compensation Paperwork and Appointment Reminder

Dear [Employee Name],

This letter is to remind you of your upcoming medical appointment regarding your workers' compensation claim. It is important that you attend this visit to ensure you receive the necessary care and to maintain your benefit eligibility.

Appointment Details:

- **Date:** [Date of Appointment]
- **Time:** [Time]
- **Location:** [Facility Name and Address]
- **Doctor:** [Doctor Name]

Required Paperwork:

Please ensure you have completed and submitted the following documents by [Deadline Date]:

- [Form Name, e.g., Form C-4]
- [Form Name, e.g., Employee Incident Report]
- [Form Name, e.g., Medical Release Authorization]

Following your appointment, please provide the [Human Resources/Workers Comp Department] with the Work Status Note or "Return to Work" certificate provided by the physician. This documentation is required to update your personnel file and coordinate any necessary work accommodations.

If you are unable to attend this appointment or have questions regarding the paperwork, please contact [Contact Name] at [Phone Number] or [Email Address] immediately.

Sincerely,

[Your Name]

[Your Title]

[Company Name]