

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Workers' Compensation Policy Delivery and Posting Requirements

Dear [Client Contact Name],

Enclosed is your Workers' Compensation insurance policy for the period of [Start Date] to [End Date]. Please review the documents carefully and keep them in a secure location for your records.

**Mandatory Posting Requirement:**

In accordance with state labor laws, you are required to display the enclosed "Notice to Employees" poster in a conspicuous location where it can be easily read by all staff members (such as a breakroom, cafeteria, or near a time clock).

This notice provides your employees with essential information regarding:

- The name of your insurance carrier.
- Procedures for reporting a work-related injury.
- The medical facilities authorized to provide treatment.

Failure to post this notice may result in administrative penalties or fines from the Department of Labor.

If you have any questions regarding your coverage or need assistance with the posting requirements, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Agency Name]

[Title]

Enclosures: Workers' Compensation Policy, Posting Notice