

(SAMPLE LETTER TO INFORM CLAIMANT OF NEW CPAC ASSIGNMENT
(Use local agency letterhead stationery.)

Date

Mr. John Q. Claimant
1234 His Street
His Town, State 55555

RE: Claim #

Dear Mr. Claimant:

Because of a re-organization, the servicing of your Workers' Compensation claim will be moving to (name of installation) on (date). Your new Compensation Specialist will be (name of new Specialist). If you need to contact (name of new Specialist), the mailing address is _____. The telephone number is _____ and the e-mail address is _____.

If you have any questions or problems related to your claim, please contact your new Compensation Specialist who will be glad to assist you. Also, if your address or telephone number changes, please notify your new Compensation Specialist.

With best wishes,

(signature)

(current Compensation Specialist name)
Compensation Specialist