

DATE

CM
Self-Insured Company
X
X

Re: Claimant
Claim No.:

Dear:

This is to request that you provide us with a copy of your file in the above matter beginning with records and documents created after _____, and continuing through the present.

As you are aware, WAC 296-15-02606 states in pertinent part that, "any additional material added to the claim file after the initial release shall be made available free of charge."

This same administrative code section requires that this copy be provided within "fifteen days of receipt of a written request from the worker or his/her representative." The WAC also provides that failure to comply with these subsections, "shall subject the self-insurer to a penalty under RCW 51.48.080."

We would appreciate your immediate attention to this matter. Thank you for your prompt consideration and reply.

Very truly yours,