

(DATE)

(ADDRESS)

Claim #  
Injured  
DOI:

Dear (RTWC)

This is to notify you that the above claim is being investigated by State Fund Legal Department to determine your department's liability for Workers' Compensation benefits.

( INVESTIGATOR) has been assigned to investigate this claim. The investigator will contact you within the next week to set up an appointment to see you. This investigator is representing your interests and the information you provide will be used by our legal department to defend the claim.

Generally, the investigator will need copies of all files pertaining to your employee including the personnel file, adverse action files, grievances, supervisor's notes, and anything else that might help us adjust this claim. Please have the files available for the investigator to review. You do not need to make copies prior to the investigator's visit.

The investigator may want to interview some of your employees who have knowledge of this alleged injury. The investigator will need your help to identify these people and set up appointments to talk to them. You should provide a quiet, private place for interviews if possible.

If you have any questions about the investigation, please call me or the adjuster for your department.

Thank you for your cooperation.

Sincerely

*(SCIF Representative)*

cc (investigator)