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Correspondence on a Matter of Workman's Compensation

Morgan Construction Company

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We hereby notify you that the person described in the margin, being at that time employed by us, in our works at ____________________________ in the capacity of ____________________________,

was injured on ____________________________ at ____________________________ o'clock, A.M.

Cause and manner of the injury were as follows,

Nature and extent of injury, give physician’s report, if any,

Was the injury due to any negligence or fault, and (if so) whose and what?

Any supposed defect in machinery or works, and (if so) what?

Steps taken for immediate relief,

Has the injured person to your knowledge any accident or benefit insurance?

Notice made out by ____________________________

Position with employer ____________________________

(OVER)