Enquiries: [insert]  
Direct Line: [insert]

[Name]  
[Postal Address]

Dear [Title Surname]

**WORKERS COMPENSATION AND SUPPORT FOR DEPENDANTS**

We express our sincere condolences for the loss of [name of deceased worker] and understand it is a difficult time for all family members and friends.

This letter is to let you know that workers compensation entitlements are payable to dependants of workers who die in work related accidents.

If you would like to know more about the entitlements, eligibility and claim process, please find enclosed guidance notes and a claim form.

We also encourage you to contact the WorkCover WA Advice and Assistance Service on 1300 794 744 if you have any queries or would like assistance completing the form.

Alternatively, you may wish to contact the claims officer of our insurer on [insert contact details of claims officer, modify if insurer sending direct to next of kin].

WorkCover WA’s website – workcover.wa.gov.au – provides further information to support family members.

Yours sincerely,

[Name]

[Job Title]

[Date]

cc. WorkCover WA via records@workcover.wa.gov.au