

Sample Email to Broker Introducing New Workers' Compensation Program

SUBJECT:	New Workers' Compensation Program
DATE:	1/5/2009 10:32 AM Eastern Standard Time
FROM:	<a href="mailto:injurycoordinator@<companyname>.com">injurycoordinator@<companyname>.com
TO:	<a href="mailto:AE@<broker_name>.com">AE@<broker_name>.com
CC:	<a href="mailto:supervisor@<companyname>.com">supervisor@<companyname>.com

EMAIL MESSAGE:

We are beginning a workers' compensation program to control and reduce our workers' compensation costs.

We have received our **National Workers Compensation Score™** from **Workers' Comp Kit®**. Our NWCS™ was 58. This means we already have some best practices in place, but much more needs to be done. The NWCS™ generates **Recommendations for Improvement**, also. Our next step is to brainstorm the recommendations and prioritize the ones we will begin implementing now.

The first phase of our program involves developing a team to brainstorm and develop an action plan. We would like you to be on our team and to offer input into how to better integrate our program with our TPA's services. We will have weekly conference calls **each Wednesday at 10 AM** (Eastern Time) to discuss progress.

We hope you will join the team! Please let me know before our first call next Wednesday and I will send call in information.

I look forward to working together.

Regards,

Injury Coordinator
<Company Name>
<Company Phone Number>