

To: [name of manager of Injury Compensation Office]

Enclosed please find a CA-7 claiming wage-loss compensation for the period [enter begin and end dates, usually corresponding to a pay period]. Please also find a CA-7a for the same period.

Please provide me a completed copy of the CA-7 and the CA-7a, after the Postal Service completes its portion of the forms and sends them to OWCP. Please also provide a copy of any additional communication that the Postal Service sends to OWCP regarding certification of the hours I have claimed on these forms, or regarding any other information relevant to this claim for wage-loss compensation.

This request for copies is made in accordance with the **Privacy Act** and in accordance with **USPS Handbook AS-353 Section 3-4**.

Please send the copies to me at the following address:

[enter name and address]

Signature

Date