

# SAMPLE LETTER OF REPRESENTATION

Date

Workers Compensation Board of PEI  
14 Weymouth Street  
P.O. Box 757  
Charlottetown, PE, C1A 7L7

**Attention:**     *(Name of Entitlement Officer/Case Coordinator/Employer Service/OH&S)*

**Re:**             *(Name of Worker)*                   **Case ID#:**     *(Insert WCB Assigned # Here)*

This is to advise we have appointed Keith Mullins, Employer Advisor, to be our representative in matters dealing with Case ID# *(insert # here)*-*(insert worker name here)*.

We trust this authorization is to your satisfaction.

Yours truly,

*(Insert name of person signing the letter)*

cc:     Office of the Employer Advisor