

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]  
[State Unemployment Office Name]  
[Office Address]  
[City, State, Zip Code]

Subject: Application for Unemployment Benefits

Dear [Unemployment Office/Specific Person's Name],

I am writing to formally apply for unemployment benefits following my recent job loss. My name is [Your Name], and my Social Security number is [XXX-XX-XXXX]. I was employed at [Company Name] as a [Your Job Title] until [Last Working Date] when I was [briefly explain reason for job loss, e.g., laid off, company closure, etc.].

I have attached all the necessary documentation, including my last pay stub, the termination letter, and any other relevant documents as required for the application process. I am eager to understand the benefits available to me during this transitional period.

Please reach out if you require further information or clarification regarding my application. Thank you for your prompt attention to my request.

Sincerely,  
[Your Name]