

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

[Date]
[Recipient Name]
[Unemployment Office Name]
[Office Address]
[City, State, ZIP Code]

Subject: Unemployment Insurance Claim

Dear [Recipient Name],

I am writing to formally submit my claim for unemployment insurance benefits due to my recent job loss. My employment was terminated on [Last Working Day], and I am now seeking financial assistance during my job search.

I have attached all necessary documentation, including my termination letter and identification. My Social Security Number is [Your SSN], and my claim number, if assigned, is [Claim Number].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]