

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

Kentucky Labor Cabinet
Office of Unemployment Insurance
275 E Main St, 2nd Floor
Frankfort, KY 40621

Subject: Request for Unemployment Benefits

Dear Unemployment Insurance Office,

I hope this letter finds you well. I am writing to formally request unemployment benefits due to my recent job loss. My employment with [Company Name] ended on [Date of Termination], and I am currently seeking new employment opportunities.

My details are as follows:

- Name: [Your Name]
- Social Security Number: [Your SSN]
- Last Employer: [Company Name]
- Position: [Your Job Title]
- Date of Termination: [Date]

I have attached all necessary documents to support my claim, including:

1. Proof of employment (W-2 or pay stubs)
2. Letter of termination
3. Any other relevant information

I am eager to complete the application process and would appreciate any guidance you can provide. Please let me know if there are additional forms or information required.

Thank you for your attention to my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]