

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

[Recipient Name]
[Department of Workplace Services]
[Address]
[City, State, Zip Code]

Subject: Request for Unemployment Benefits Documentation

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request documentation regarding my unemployment benefits. My name is [Your Name], and my Social Security Number is [Your SSN]. I have been receiving benefits since [Date Benefits Started] and would like to obtain the following information:

1. Account balance and payment history
2. Eligibility determination documents
3. Any pending requests or appeals

Please let me know if any additional information or forms are required to process my request. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]