[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department Name]
[Office Address]
[City, State, ZIP Code]
Subject: Unemployment Benefits Eligibility Letter
Dear [Recipient Name],
I am writing to formally request confirmation of my eligibility for unemployment benefits in the state of Kentucky.
Personal Information:
- Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Address: [Your Complete Address]
- Phone Number: [Your Phone Number]
- Date of Birth: [Your Date of Birth]
Employment History:
- Last Employer: [Company Name]
- Employment Dates: [Start Date] to [End Date]
- Reason for Unemployment: [Briefly Explain Reason]
I have applied for unemployment benefits on [Date of Application] and have submitted all required documentation. Please verify my eligibility status and provide me with any necessary information regarding my application.
Thank you for your attention to this matter. I look forward to your prompt response.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]