

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Unemployment Office Name]
[Office Address]
[City, State, Zip Code]

Subject: Follow-Up on Unemployment Benefits Claim

Dear [Recipient's Name or "To Whom It May Concern"],

I hope this message finds you well. I am writing to follow up on my unemployment benefits claim submitted on [insert date of submission]. My claim reference number is [insert claim number].

As I have not yet received an update regarding my application status, I would appreciate any information you could provide about the current status of my claim and any additional steps I may need to take.

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

Sincerely,
[Your Name]