

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

Kentucky Labor Cabinet
Office of Unemployment Insurance
[Office Address]
[City, State, ZIP Code]

Subject: Request for Unemployment Benefits

Dear Sir/Madam,

I am writing to formally request unemployment benefits due to my recent job loss.

****Personal Information:****

- Name: [Your Name]
- Social Security Number: [Your SSN]
- Last Employer: [Employer's Name]
- Employment Dates: [Start Date] to [End Date]

On [date of termination], I was terminated from my position due to [brief explanation of reason--layoff, company closure, etc.]. I have attached supporting documentation, including my termination letter and any relevant pay stubs.

I have actively been seeking new employment, and I am available for any requirements you may have, including job search documentation.

Please find my completed application for unemployment benefits enclosed with this letter. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]