

[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 Update on Unemployment Benefits Application

Dear Sir/Madam,

I hope this letter finds you well. I am writing to request an update regarding my unemployment benefits claim (Claim Number: [Your Claim Number]). I filed my application on [Filing Date] and would like to understand the status of my claim.

Due to [brief reason for urgency, e.g., financial hardship], I would greatly appreciate any information you can provide regarding the processing of my application and any potential benefits I may be eligible for.

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

Sincerely,
[Your Name]