

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

[Recipient Name]
[Agency/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Verification of Unemployment Benefits

Dear [Recipient Name],

I am writing to request verification of my unemployment benefits. My name is [Your Full Name], and I am currently receiving unemployment benefits from the Kentucky Office of Employment and Training.

Below are my details for your reference:

- Social Security Number: [SSN]
- Claimant ID: [Claimant ID]
- Date of Birth: [Your DOB]

I would appreciate it if you could provide confirmation of my current unemployment benefits status, including the amount and duration of benefits I am entitled to.

Thank you for your assistance. Please feel free to contact me if you need any additional information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]