

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

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

Subject: Request for Assistance with Unemployment Benefits Issue

Dear [Recipient's Name or "Unemployment Benefits Department"],
I hope this letter finds you well. I am writing to address an issue I am experiencing with my unemployment benefits.

My name is [Your Name] and my Social Security number is [Last four digits of your SSN]. I filed my claim on [Date of Claim] and have been having [briefly explain your issue, e.g., delays in receiving benefits, a claim denial, etc.].

[Provide additional details about your issue, including any relevant dates, amounts, and correspondence you have had with the unemployment office.]

I kindly request your assistance in resolving this matter as soon as possible. I appreciate your attention to my situation and look forward to your prompt response.

Thank you for your help.

Sincerely,
[Your Name]

[Your Signature (if sending a hard copy)]