

[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: Cessation of Unemployment Benefits

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

I am writing to formally notify you that I wish to cease my unemployment benefits effective immediately. My claim number is [Your Claim Number].

I appreciate the assistance I have received during my period of unemployment and thank you for your support.

Please confirm the termination of my unemployment benefits at your earliest convenience.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]