

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

Kentucky Labor Cabinet
Department of Workforce Investment
[Office Address]
[City, State, Zip Code]

Subject: Inquiry Regarding Kentucky Unemployment Benefits

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

I hope this message finds you well. I am writing to inquire about [specific issue or question regarding unemployment benefits, e.g., application status, eligibility requirements, payment delays, etc.]. [Provide any relevant details, such as your case number, date of application, and specific concerns or questions you have.]

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this inquiry.

Sincerely,

[Your Name]

[Optional: Last Four Digits of SSN or Claim ID]