

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

Kentucky Labor Cabinet  
Office of Unemployment Insurance  
275 East Main Street  
Frankfort, KY 40621

Subject: Application for Unemployment Benefits

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

I am writing to formally apply for unemployment benefits in accordance with KRS Chapter 341. I recently became unemployed and wish to request assistance during this transition period.

**\*\*Personal Information:\*\***

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Date of Birth: [Your Date of Birth]
- Last Employer: [Name of Employer]
- Dates of Employment: [Start Date] to [End Date]

**\*\*Reason for Unemployment:\*\***

[Briefly describe the reason for your unemployment, e.g., layoffs, reduction in hours, etc.]

I have attached all necessary documentation, including my separation notice, pay stubs, and any other pertinent information.

Thank you for considering my application. I appreciate your assistance and look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]