

[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: Unemployment Benefits Claim

Dear [Unemployment Office Representative/Specific Name if known],  
I hope this letter finds you well. I am writing to formally submit my  
claim for unemployment benefits due to [briefly state reason for  
unemployment, e.g., job loss, reduction in hours, etc.].

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

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Date of Birth: [Your DOB]
- Former Employer: [Company Name]
- Employment Dates: [Start Date] - [End Date]

I worked as a [Your Job Title] at [Company Name] and was employed there  
from [Start Date] until [End Date]. [Include a brief explanation about  
the circumstances of your job loss, e.g., layoffs, company closure,  
etc.].

I am attaching the required documentation to support my claim, including:

- [List any documents included, e.g., separation notice, pay stubs, etc.]

Please let me know if you require any additional information or  
documentation to process my claim. I appreciate your assistance and look  
forward to your prompt response.

Thank you for your attention to my claim.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]