

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

Kentucky Office of Unemployment Insurance

[Office Address]
[City, State, Zip Code]

Subject: Inquiry Regarding Unemployment Benefits

Dear [Recipient's Name or "Unemployment Benefits Department"],
I hope this letter finds you well. I am writing to inquire about the status of my unemployment benefits claim, which I filed on [date of application]. My Social Security number is [last four digits of SSN]. I would like to request an update on my claim, including any steps needed to expedite the processing and when I might expect to receive my benefits. Additionally, if there are any outstanding documents or information required from my side, please let me know, and I will provide them promptly.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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