

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

Kentucky Unemployment Insurance

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

Dear Unemployment Insurance Office,

Subject: Request for Unemployment Compensation

I am writing to formally request unemployment compensation benefits due to my recent job loss.

My details are as follows:

- Name: [Your Name]
- Social Security Number: [Your SSN]
- Last Employer: [Employer's Name]
- Employment Dates: [Your Employment Start Date] to [Your Employment End Date]

I was laid off on [Date of Termination] due to [reason for unemployment, e.g., company downsizing, closure, etc.]. I believe I am eligible for benefits as I meet the necessary qualifications and have attached the required documents for your review.

Please let me know if any additional information or documentation is needed to process my request.

Thank you for your attention to this matter.

Sincerely,

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