

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department/Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Hardship Letter for Unemployment Benefits

I hope this letter finds you well. My name is [Your Name], and I am writing to formally request assistance regarding my unemployment benefits claim due to significant financial hardship.

I was employed as [Your Job Title] at [Company Name] until [Date of Termination], when I was laid off due to [brief explanation of the circumstances, e.g., company downsizing]. Since my termination, I have been actively seeking new employment; however, I have faced numerous challenges in securing a new position.

As a result of my unemployment, I am experiencing financial difficulties. My current situation includes [explain your financial situation, such as inability to pay bills, lack of income, etc.]. The delay in receiving unemployment benefits has exacerbated my situation, making it increasingly difficult to meet my basic needs.

I respectfully request that my claim be expedited due to these circumstances. I am committed to finding new employment and am currently pursuing several opportunities, including [mention any job applications or interviews you've had].

Thank you for your attention to my situation. I appreciate any assistance you can provide and look forward to your prompt response.

Sincerely,

[Your Signature (if mailing a hard copy)]

[Your Printed Name]