

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

Kentucky Labor Cabinet
Department of Workforce Investments
P.O. Box 840
Frankfort, KY 40602

Subject: Unemployment Benefits Application

Dear [Recipient's Name],

I am writing to formally apply for unemployment benefits. My last date of employment was [Last Working Date] with [Employer's Name], and I was let go due to [Reason for Unemployment].

My Social Security Number is [Your SSN], and my former employer's information is as follows:

- Employer Name: [Employer's Name]
- Employer Address: [Employer's Address]
- Phone Number: [Employer's Phone Number]

I have attached all required forms and documentation, including my separation notice and pay stubs for the last 30 days of employment. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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