

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

Kentucky Labor Cabinet
Unemployment Insurance Division
[Office Address]
[City, State, Zip Code]

Subject: Unemployment Benefits Claim

Dear Unemployment Insurance Division,

I hope this letter finds you well. I am writing to formally submit my application for unemployment benefits following the loss of my job on [Last Working Day] due to [Reason for Unemployment].

My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Date of Birth: [Your DOB]
- Previous Employer: [Company Name]
- Job Title: [Your Job Title]

I have attached all necessary documentation, including my termination letter, past pay stubs, and any other required forms. I am eager to provide any additional information you might need to expedite the processing of my claim.

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]