

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

Kentucky Labor Cabinet
Department of Workforce Investment
P.O. Box secretary
Frankfort, KY 40601

Subject: Application for Unemployment Benefits

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally apply for unemployment benefits due to my recent job loss. My details are as follows:

Name: [Your Full Name]

Social Security Number: [Your SSN]

Last Employer: [Name of Employer]

Date of Employment: [Start Date] to [End Date]

Reason for Separation: [Brief explanation of why you lost your job]

I have attached the required documentation, including my employment history and any relevant notices of separation. I am seeking your assistance in processing my claim as soon as possible.

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

Sincerely,

[Your Name]

[Attachments: Employment History, Separation Notice, etc.]