[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I am writing to request verification of my unemployment status as part of my application for unemployment benefits in Kentucky. My details are as follows:
- Full Name: [Your Full Name]
- Social Security Number: [Your SSN or last four digits]
- Date of Birth: [Your Date of Birth]
- Previous Employer: [Your Previous Employer Name]
- Employment Dates: [Start Date] to [End Date]
I would appreciate your assistance in providing the necessary documentation or confirmation regarding my employment status. This verification is essential for the processing of my unemployment claim.
Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or clarification.
Thank you for your attention to this matter.
Sincerely,
[Your Name]