

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

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

Dear Sir/Madam,

Subject: Request for Unemployment Benefits

I am writing to formally request unemployment benefits following my recent termination from [Your Employer's Name] on [Date of Termination]. My Employee ID is [Your Employee ID], and my Social Security Number is [Your SSN].

I have been employed with [Your Employer's Name] for [Duration of Employment] and was let go due to [Reason for Termination]. I believe I meet the eligibility criteria for unemployment benefits as outlined by the Kentucky Labor Cabinet.

Please find enclosed copies of relevant documentation, including my termination notice and any other pertinent information that may assist in processing my application.

I appreciate your prompt attention to this matter and look forward to your response.

Thank you.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]