

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

Kentucky Labor Cabinet
Office of Unemployment Insurance
[Office Address]
[City, State, ZIP Code]
Subject: Unemployment Claim Application

Dear Sir/Madam,

I am writing to formally submit my claim for unemployment benefits. My details are as follows:

Full Name: [Your Full Name]
Social Security Number: [Your SSN]
Date of Birth: [Your Date of Birth]
Phone Number: [Your Phone Number]
Email Address: [Your Email Address]

I was employed at [Employer's Name] from [Start Date] until [End Date] and my position was [Your Job Title]. I was laid off due to [Reason for Unemployment, e.g., company downsizing, closure, etc.].

Attached to this letter are the necessary documents supporting my claim, including my termination notice and any additional forms required by the Kentucky Labor Cabinet.

Thank you for your attention to this matter. I look forward to your prompt response regarding my claim status.

Sincerely,

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