

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

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

Subject: Unemployment Eligibility Letter

Dear [Recipient's Name or "Unemployment Insurance Division"],

I am writing to formally inquire about my eligibility for unemployment benefits following my recent job loss.

My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [XXX-XX-XXXX]
- Date of Separation: [Last Working Day, e.g., MM/DD/YYYY]
- Employer Name: [Name of Last Employer]
- Employer Address: [Employer's Address]

I have filed my claim on [Filing Date], and my claim number is [Claim Number]. I believe I meet the eligibility requirements based on my prior employment and circumstances surrounding my separation.

Please review my case and confirm my eligibility for the unemployment benefits. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this issue.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]