

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title (if applicable)]
[Department of Job and Family Services]
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about my unemployment benefits application submitted on [insert date]. My claim number is [insert claim number].

[Briefly explain your situation or any issues you are encountering with your claim, if applicable. Be concise and clear in your request or inquiry.]

Thank you for your assistance. I look forward to your prompt response.

Warm regards,

[Your Name]