

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

[Recipient Name]
[Department of Job and Family Services]
[Address]
[City, State, Zip Code]

Subject: Notification of Unemployment Benefits

Dear [Recipient Name],

I am writing to formally notify you regarding my unemployment status and to seek assistance regarding my unemployment benefits.

I was laid off from my previous position as [Your Job Title] at [Company Name] on [Date of Layoff]. My last day of employment was [Last Day Worked]. Due to this unforeseen circumstance, I am requesting unemployment benefits as I seek new employment opportunities.

My personal information is as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN] (if required for identification purposes)
- Claim Number: [Your Claim Number] (if applicable)

I have attached the necessary documents, including my layoff notice, identification, and any other required forms, for your review.

Thank you for your assistance in this matter. Please do not hesitate to contact me if you require any additional information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]