

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Agency Name]
[Company/Agency Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Unemployment Verification Letter

I am writing to request unemployment verification for my records. Below are my details:

Name: [Your Full Name]
Social Security Number: [XXX-XX-XXXX]
Claimant ID: [Your Claimant ID]
Phone Number: [Your Phone Number]
Address: [Your Address]
Dates of Employment: [Start Date] to [End Date]
Employer Name: [Your Employer's Name]
Reason for Unemployment: [Reason for Unemployment]

Please confirm my unemployment benefits status and any pertinent details regarding my claim. I appreciate your assistance in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]