

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

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

Subject: Notice of Unemployment Issue

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally address an issue regarding my unemployment benefits.

My name is [Your Name], and my Social Security number is [Your SSN]. I filed for unemployment benefits on [Date of Application], and my claim number is [Claim Number].

I have encountered the following issue: [Briefly describe the issue, e.g., lack of payment, incorrect benefit amount, etc.]. This has caused me significant hardship as I rely on these benefits for my living expenses.

I kindly request your assistance in resolving this matter at your earliest convenience. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information or documentation.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]