

[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 benefits claim associated with my recent job loss. My details are as follows:

- Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Claim Number: [Your Claim Number]
- Date of Job Loss: [Date of Layoff]
- Last Employer: [Employer's Name]

I would like to request your assistance in confirming my eligibility for unemployment benefits and to inquire about the next steps in the application process. Additionally, please let me know if any further documentation is required from my side.

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]