

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

Tennessee Department of Labor and Workforce Development
[Office Address]
[City, State, Zip Code]

Subject: Application for Unemployment Benefits

Dear [Recipient's Name],

I am writing to formally apply for unemployment benefits due to my recent job loss. My name is [Your Name], and I was employed at [Company Name] as a [Your Job Title] from [Start Date] to [End Date]. Unfortunately, I was laid off due to [brief explanation of reason for job loss, e.g., company downsizing].

I have attached the required documentation, including my separation notice and any relevant pay stubs. My Social Security Number is [Your SSN]. I am actively seeking employment and understand that I am eligible for benefits under the state law.

Please let me know if you need any additional information or documentation to process my application. Thank you for your attention to this matter.

Sincerely,
[Your Name]