

[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: Letter of Eligibility for Unemployment Benefits

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to formally request a determination of my eligibility for unemployment benefits in the state of Tennessee.

Name: [Your Full Name]

Social Security Number: [Your SSN]

Claim Number: [Your Claim Number]

Date of Separation from Employment: [Last Day of Work]

Reason for Unemployment: [Brief Explanation]

I have attached the necessary documents, including my termination notice, previous pay stubs, and any other required information to facilitate the review of my claim.

Thank you for your attention to this matter. I look forward to your prompt response regarding my eligibility status.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]