

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Department of Labor and Workforce Development]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an extension of my unemployment benefits due to [brief explanation of your circumstances, e.g., ongoing job search, recent job loss, etc.].

My name is [Your Full Name], and my unemployment claim number is [Your Claim Number]. I have been actively seeking employment since [date of your initial unemployment], and despite my efforts, I have not yet secured a permanent position.

I understand the importance of adhering to the guidelines of the unemployment program, and I have [mention any steps you have taken to find employment, such as job applications, interviews, training programs, etc.].

Given my current situation, I kindly request that you consider my application for an extension of my unemployment benefits, as this support is crucial for me during this challenging time.

Thank you for your attention to my request. I hope to hear from you soon regarding my extension application.

Sincerely,  
[Your Name]