

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

Tennessee Department of Labor and Workforce Development
[Office or Department Name]
[Office Address]
[City, State, ZIP Code]

Subject: Application for Unemployment Benefits

Dear [Office or Department Name],

I am writing to formally apply for unemployment benefits in the state of Tennessee. My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Address: [Your Address]
- Phone Number: [Your Phone Number]
- Email Address: [Your Email Address]
- Last Employer: [Employer's Name]
- Date of Termination: [Date of Termination]
- Reason for Unemployment: [Reason for Unemployment]

I have attached the necessary documentation to support my application, including my termination notice and any other required forms.

Please let me know if you require any additional information or documentation. I appreciate your assistance in processing my application and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]