

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

[Recipient's Name]  
[Department of Labor]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Information Regarding TN Unemployment Benefits

I hope this letter finds you well. I am writing to request information regarding my eligibility and the status of my unemployment benefits in Tennessee.

My details are as follows:

- Name: [Your Full Name]
- Social Security Number: [Last Four Digits Only]
- Claim Number: [Your Claim Number]

I would appreciate it if you could provide clarity on the following:

1. The current status of my unemployment benefits application.
2. Any additional documentation needed to expedite the processing of my claim.
3. Information on the appeal process if my claim is denied.

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]