

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

Tennessee Department of Labor and Workforce Development  
Division of Employment Security  
[address of the local office]  
[City, State, ZIP Code]

Subject: Application for Unemployment Benefits

Dear [Office/Specific Person's Name],

I hope this letter finds you well.

I am writing to formally apply for unemployment benefits following my recent job loss. I was employed at [Your Last Employer's Name] from [Start Date] until [End Date], when I was unfortunately laid off due to [reason for unemployment, e.g., company downsizing, lack of work, etc.]. I am requesting to claim benefits as I am actively seeking new employment opportunities. Attached are any relevant documents, including my last pay stub, termination letter, and any necessary forms.

Please let me know if you require any further information to process my application. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]