

[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]

Dear [Recipient's Name/Unemployment Office],

Subject: Application for Unemployment Assistance

I am writing to apply for unemployment assistance due to my recent job loss. My last day of employment was on [Last Day of Work], and I was employed as a [Your Job Title] at [Your Employer's Name]. Unfortunately, I was laid off due to [Reason for Layoff, e.g., company downsizing, closure, etc.].

I am currently seeking new employment opportunities and would like to receive unemployment benefits to support me during this transitional period. Attached are the necessary documents, including my termination notice and any additional required paperwork.

Thank you for your time and consideration. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]