[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department of Labor and Workforce Development]
[Address]
[City, State, Zip Code]
Subject: Unemployment Benefits Confirmation
Dear [Recipient Name],
I am writing to confirm my eligibility and to acknowledge the receipt of my unemployment benefits application submitted on [Date of Application]. My information is as follows:
- Full Name: [Your Full Name]
- Social Security Number: [Last Four Digits]
- Claim Number: [Your Claim Number]
- Date of Birth: [Your Date of Birth]
I would like to verify that my application is being processed and request any further information needed to expedite the process. Please let me know if you require additional documentation or details.
Thank you for your assistance. I look forward to your prompt response.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]