

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

[Recipient Name]
[Recipient Title]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Support Letter for Unemployment Benefits Application

Dear [Recipient Name],

I am writing to express my support for [Applicant's Full Name] in their application for unemployment benefits through the Tennessee Department of Labor and Workforce Development.

[Applicant's Full Name] was employed at [Company Name] as a [Job Title] from [Start Date] until [End Date]. Due to [briefly explain reason for unemployment, e.g., layoffs, company closure], [Applicant's Name] has been unable to secure new employment.

During their time with us, [Applicant's Name] demonstrated [positive attributes or contributions], making them a valuable member of our team. The circumstances leading to their unemployment are beyond their control, and I believe they would greatly benefit from the support provided by the unemployment benefits program.

I respectfully urge you to give full consideration to this application, as I believe it is a crucial step in assisting [Applicant's Name] during this difficult time.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title/Position]
[Company Name]
[Your Signature (if sending a hard copy)]