

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Department of Labor and Workforce Development]
[Address]
[City, State, ZIP Code]

Subject: Verification of Unemployment Benefits

Dear [Recipient Name],

I am writing to request a verification letter regarding my unemployment benefits. My details are as follows:

- Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Claimant ID: [Your Claimant ID]
- [Other relevant details, if necessary]

I would appreciate it if you could provide me with confirmation of my current unemployment benefits status, including the dates of eligibility and the amount of benefits I am receiving. This information is needed for [reason for request, e.g., applying for housing assistance, loan application, etc.].

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]