

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

[Department of Labor and Workforce Development]
[Tennessee Unemployment Insurance Division]
[Address of the department]
[City, State, ZIP Code]

Subject: Unemployment Claim Application

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to formally apply for unemployment benefits under the Tennessee Unemployment Compensation law.

****Personal Information:****

- Name: [Your Full Name]
- Social Security Number: [XXX-XX-XXXX]
- Address: [Your Address]
- Phone Number: [Your Phone Number]
- Email: [Your Email Address]
- Date of Birth: [MM/DD/YYYY]

****Employment Information:****

- Last Employer: [Employer's Name]
- Employer's Address: [Employer's Address]
- Date of Employment: [Start Date] to [End Date]
- Reason for Separation: [Reason for Unemployment]

I have attached all required documentation, including my work history and proof of separation from my previous employer.

Thank you for your attention to this matter. I look forward to your prompt response regarding my claim.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]