

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

Subject: Request for Unemployment Benefits Adjustment

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an adjustment to my unemployment benefits due to [briefly state reason for adjustment, e.g., a miscalculation, a change in employment status, etc.].

My details are as follows:

- Name: [Your Name]
- Social Security Number: [Last Four Digits of Your SSN]
- Claimant ID: [Your Claimant ID]

I have attached all relevant documents to support my request, including [list any attached documents, e.g., pay stubs, termination letter, etc.].

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]