

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

Tennessee Department of Labor and Workforce Development  
P.O. Box 1987  
Nashville, TN 37202

Subject: Application for Unemployment Benefits

Dear Sir/Madam,

I am writing to formally apply for unemployment benefits. My details are as follows:

- Name: [Your Full Name]
- Social Security Number: [XXX-XX-XXXX]
- Address: [Your Address]
- Phone Number: [Your Phone Number]
- Email Address: [Your Email Address]
- Last Employer: [Employer's Name]
- Date of Employment: [Start Date] to [End Date]
- Reason for Unemployment: [Brief explanation, e.g., layoff, reduction in workforce]

I have attached the necessary documents to support my application, including my termination letter and identification.

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

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]