

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

Subject: Request for Unemployment Benefits

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request unemployment benefits due to my recent job loss. My employment ended on [Last Day of Work] after [brief explanation of the circumstances, e.g., company layoff, termination, etc.].

My details are as follows:

- Name: [Your Name]
- Social Security Number: [Last Four Digits]
- Date of Birth: [Your DOB]
- Previous Employer: [Company Name]
- Employment Dates: [Start Date - End Date]

I have attached all necessary documents, including my last pay stub, separation notice, and any other required forms to support my application for benefits.

Please let me know if you require any further information or documentation. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]