

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

[Recipient Name]  
[Recipient's Title]  
[Organization/Agency Name]  
[Organization Address]  
[City, State, Zip Code]

Subject: Unemployment Identification Letter

Dear [Recipient Name],

I am writing to formally request an unemployment identification letter as I am currently unemployed and seeking assistance/services related to my situation.

**\*\*Personal Information:\*\***

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Date of Birth: [Your Date of Birth]
- Previous Employer: [Your Previous Employer's Name]
- Position Held: [Your Position]
- Employment Duration: [Start Date] - [End Date]

I have attached copies of relevant documents, including my termination letter and any related paperwork.

I appreciate your prompt attention to this matter, and if you need any further information, please feel free to contact me.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]

[Attachments: Termination Letter, Other Relevant Documents]