

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

[Unemployment Insurance Office Name]  
[Office Address]  
[City, State, Zip Code]

Subject: Unemployment Insurance Claim

Dear [Unemployment Insurance Office/Specific Name],  
I am writing to formally submit my claim for unemployment insurance benefits. My details are as follows:

- Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Address: [Your Address]
- Phone Number: [Your Phone Number]
- Email Address: [Your Email Address]

I was employed at [Company Name] as a [Your Job Title] from [Start Date] to [End Date]. Unfortunately, I was laid off due to [reason for unemployment].

I have attached all relevant documents, including my separation notice, pay stubs, and any other necessary information to process my claim.

I appreciate your attention to this matter and look forward to your prompt response regarding my eligibility for benefits.

Thank you for your assistance.

Sincerely,  
[Your Name]