

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

[Recipient's Name]
[Department of Job and Family Services]
[Address]
[City, State, ZIP Code]

Subject: Explanation for Unemployment Benefits Claim

Dear [Recipient's Name],

I am writing to provide an explanation regarding my unemployment benefits claim (Claim ID: [Your Claim Number]). I understand that additional information is required to process my claim, and I appreciate the opportunity to clarify my situation.

I was employed at [Company Name] as a [Your Job Title] until [Last Working Date]. Unfortunately, my employment was terminated due to [brief explanation of the reason for unemployment, e.g., company downsizing, layoff, etc.].

Since then, I have been actively seeking new employment opportunities in [your field/industry] and have applied for numerous positions. Despite my efforts, I have not yet secured a new role. [You may add any further information about your job search, such as interviews or networking efforts.]

I kindly request that you consider this explanation as you review my claim. Please let me know if you need any further documentation or information to assist with my application.

Thank you for your attention to this matter.

Sincerely,
[Your Name]