

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

[Recipient Name]
[Department of Job and Family Services]
[Address]
[City, State, Zip Code]

Subject: Unemployment Notification

Dear [Recipient Name],

I am writing to formally notify you of my current unemployment status, effective [date of unemployment]. I have been laid off from my position at [Company Name] due to [reason for unemployment, e.g., company downsizing, layoffs, etc.].

As per the requirements, I am requesting assistance regarding my unemployment benefits. My personal details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Claim ID (if applicable): [Your Claim ID]
- Last Employer: [Last Employer's Name]
- Employment Dates: [Start Date] to [End Date]

I appreciate your attention to this matter and look forward to your guidance on the next steps in the process.

Thank you for your support.

Sincerely,
[Your Name]