

[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: Request for Unemployment Status Update

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and my Social Security number is [Your SSN]. I am writing to request an update on the status of my unemployment benefits claim, which I submitted on [date of application].

I would appreciate any information regarding the current status of my claim, including any actions needed on my part to expedite the process. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]