

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

[Recipient's Name]
[Office of Unemployment Compensation]
[Office Address]
[City, State, ZIP Code]

Subject: Application for Unemployment Benefits

Dear [Recipient's Name],

I am writing to formally apply for unemployment benefits due to my recent job loss. My details are as follows:

- Name: [Your Name]
- Social Security Number: [XXX-XX-XXXX]
- Last Employer: [Employer's Name]
- Employment Dates: [Start Date] to [End Date]
- Reason for Unemployment: [Brief Explanation]

I have attached all necessary documentation, including my termination letter, proof of employment, and any forms required for the application process.

Please confirm receipt of this letter and let me know if any further information is needed to process my application.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]