[NAME]

[mailing address]

EDD Customer Account #

Your Social Security #

[DATE]

Employment Development Department

State of California

Via Fax: 866-215-9159

RE: Request for Response to Unemployment Insurance Application

To Whom it May Concern,

I am writing because I have not received a response to my unemployment insurance claim that I filed [x weeks ago]. I request an update on my claim.

I filed a claim for unemployment insurance on or about [DATE]. My claim was a result of the Covid-19 pandemic and related shut-down orders.

[EXAMPLE TO ADAPT:] Shortly after, I received a confirmation of receipt of my application. I have also received, and returned, weekly certification requests since then. Finally, I received a Bank of America card through which to receive benefit payments.

Unfortunately, I have not yet been advised if I have qualified for an award and though I have checked repeatedly, the bank card balance has remained at zero. Can your office please advise me if I have been approved to receive unemployment insurance, and if not, how I may submit my appeal?

Thank you,

/s/ [name]