



North Carolina Department of
Commerce Division of Employment
Security Unemployment Insurance



Date

Name

Address

City State Zip Code

Dear Mr. XXXX

We have made several attempts to contact your employer for the information needed to process your request for proration of **blank** quarter of **year**. We have been unsuccessful in obtaining this information. No further action will be taken, unless additional information becomes available or you are able to provide us with sufficient information regarding the lump sum payment.

If you have any questions or need further assistance, please contact **blank** at **xxx xxx-xxxx**.

Help us prevent UI Fraud. Report suspected UI Fraud online at des.nc.gov
Post Office Box 25903 Raleigh, NC 27611-5903