

Date: \_\_\_\_\_

Delaware Department of Labor  
Division of Unemployment Insurance  
PO Box 9953  
Wilmington, DE 19809-0953

Dear Sir or Madam:

We are writing to inform you that \_\_\_\_\_ is  
company name  
requesting that ADP, LLC become address of record for all unemployment  
documentation.

ADP, LLC  
PO Box 6000  
San Dimas, CA 91773-9060

Sincerely,

\_\_\_\_\_  
Corporate Officer Signature

\_\_\_\_\_  
Corporate Officer Name (please print)

\_\_\_\_\_  
Corporate Office Title