

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

Ohio Department of Job and Family Services
Unemployment Compensation Division
P.O. Box 182404
Columbus, OH 43218-2404
Subject: Unemployment Claim Application

Dear Sir/Madam,

I am writing to formally submit my application for unemployment benefits.
Below are my details:

- **Full Name:** [Your Full Name]
- **Social Security Number:** [XXX-XX-XXXX]
- **Date of Birth:** [MM/DD/YYYY]
- **Last Employer:** [Employer's Name]
- **Employer's Address:** [Employer's Address]
- **Dates of Employment:** [Start Date] to [End Date]

I was laid off due to [brief explanation of circumstances] and am seeking support during this transitional period.

Please find attached any required documentation, including [list any documents such as pay stubs, termination letter, etc.].

Thank you for your attention to my claim. I look forward to your prompt response.

Sincerely,

[Your Printed Name]
[Your Signature (if sending a hard copy)]