

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

[Ohio Department of Job and Family Services]
[Address]
[City, State, ZIP Code]

Subject: Unemployment Claim Submission

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to formally submit my application for unemployment benefits due to my recent job loss.

- ****Personal Information****:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Date of Birth: [Your DOB]
- Last Employer: [Employer's Name]
- Date of Employment: [Start Date] to [End Date]

- ****Reason for Unemployment****:

[Briefly explain the reason for your unemployment, e.g., layoffs, termination, etc.]

I have attached the necessary documentation to support my claim, including:

1. [List any documents, e.g., termination letter, pay stubs, etc.]
2. [Any other relevant documents]

I appreciate your prompt attention to my application and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]