

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

Ohio Department of Job and Family Services
Office of Unemployment Compensation
P.O. Box 182404
Columbus, OH 43218-2404

Subject: Unemployment Benefits Application/Inquiry

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

I am writing to [apply for/inquire about] my unemployment benefits. My name is [Your Full Name] and my Social Security Number is [Your SSN]. I have recently [lost my job or my employment situation] and would like to [request assistance, provide additional information, etc.].

[Insert a brief explanation of your situation, including dates of employment, reason for job loss, and any other relevant details.]

Please find attached [mention any documents you are including, such as termination letters, pay stubs, etc.]. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]