

[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: Request for Unemployment Benefits

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

I am writing to formally request unemployment benefits in relation to my recent job loss. My details are as follows:

- **Full Name:** [Your Full Name]
- **Social Security Number:** [Your SSN]
- **Claim ID (if available):** [Your Claim ID]
- **Last Employer:** [Last Employer's Name]
- **Date of Employment:** [Start Date] - [End Date]

I lost my job on [Date of Job Loss] due to [Reason for Job Loss]. I have fulfilled all necessary eligibility requirements and have attached the required documentation, including my termination letter and any pay stubs as necessary.

Please let me know if there are any additional documents or information you require to process my claim. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

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