

[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 1618
Columbus, OH 43216

Subject: Request for Unemployment Eligibility Determination

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a determination of my eligibility for unemployment benefits. My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Claimant ID: [Your Claimant ID] (if applicable)
- Date of Birth: [Your Date of Birth]
- Last Employer: [Your Last Employer's Name]
- Employment Dates: [Start Date] to [End Date]

Due to [briefly explain reason for unemployment, e.g., layoffs, reduction in hours, etc.], I am seeking assistance to support me during this transitional period. I have attached all relevant documents, including [list any supporting documentation, e.g., termination letter, pay stubs, etc.].

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

Thank you for considering my application.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]