

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

Ohio Department of Job and Family Services
Office of Unemployment Compensation
[Office Address]
[City, State, Zip Code]

Subject: Request for Additional Information Regarding Unemployment Claim
Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to request additional information regarding my unemployment claim (Claim Number: [Your Claim Number]) filed on [Date of Filing].

I appreciate the processing of my claim and would like to ensure that all necessary documents and details are accurately submitted. If there are any outstanding items or further information needed from my side, please let me know at your earliest convenience.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

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