

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Ohio Department of Job and Family Services]
[Office Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Ohio Unemployment Claim Appeal

I hope this letter finds you well. I am writing to formally appeal the decision regarding my unemployment benefits claim, filed on [Date of Claim]. My claim number is [Claim Number].

I believe the denial of my benefits was made in error due to [briefly explain the reason for the denial that you disagree with].

I am providing additional documentation to support my appeal:

1. [Document 1, e.g., termination letter]
2. [Document 2, e.g., pay stubs]
3. [Document 3, if applicable]

I kindly request a review of my case and look forward to your prompt response. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]