

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

[Recipient's Name]
[Department of Job and Family Services]
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Unemployment Support

I hope this letter finds you well. My name is [Your Name], and I am writing to formally request unemployment support due to my job loss as of [Date of Job Loss]. I have been employed with [Company Name] as a [Your Job Title] for [Duration of Employment] before being laid off due to [Reason for Job Loss, e.g., company downsizing, etc.].

I have applied for unemployment benefits through the Ohio Department of Job and Family Services and have provided all necessary documentation. I am facing financial hardship during this period, and I kindly request your assistance in expediting the review of my application.

Please let me know if there are any additional forms or information you require from my side. I appreciate your attention to my situation and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]