

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

Ohio Department of Job and Family Services

[Office Address]
[City, State, Zip Code]

Subject: Unemployment Benefits Application / Appeal

Dear [Recipient's Name or "Unemployment Claims Division"],
I hope this letter finds you well. I am writing to formally apply for unemployment benefits / appeal the decision regarding my unemployment claim.

My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Claim Number: [Your Claim Number]
- Last Employer: [Your Last Employer]
- Employment Dates: [Start Date] to [End Date]

[Provide a brief explanation of your situation, including the reason for your unemployment and any relevant details regarding your employment or previous claims.]

I have enclosed the necessary documents to support my claim / appeal, including [list documents such as termination letter, proof of job search, etc.].

I would appreciate your prompt attention to this matter and look forward to your response. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Thank you for your time and assistance.

Sincerely,

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