

[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: Unemployment Benefits Request

Dear Sir/Madam,

I am writing to formally request unemployment benefits following the termination of my employment due to [reason for unemployment, e.g., downsizing, layoff, etc.]. My last day of work was [last working date], and my employer was [employer's name].

My Social Security Number is [your SSN], and my employee identification number (if applicable) is [your employee ID]. I have attached relevant documents, including my termination letter and proof of employment, to support my claim.

I would appreciate your assistance in processing my request for unemployment benefits. Please let me know if you require any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]