

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Subject: Unemployment Verification Request

Dear [Employer's Name],

I hope this letter finds you well. I am writing to request verification of my unemployment status from [start date] to [end date]. This information is required to complete my application for unemployment benefits in Ohio.

Please confirm the following details:

1. My last day of work: [Last working day]
2. Reason for unemployment: [Voluntary/involuntary separation]
3. Any additional relevant information regarding my employment status.

I would appreciate it if you could provide this verification on company letterhead and return it to me by [specific deadline, if applicable].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Job Title, if applicable]