

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

Ohio Department of Job and Family Services  
Office of Unemployment Compensation  
[P.O. Box or Address of Local Office]  
[City, State, Zip Code]

Subject: Request for Unemployment Benefits

Dear [Recipient's Name or "To Whom It May Concern"],

I hope this letter finds you well. I am writing to formally request unemployment benefits following my recent job loss.

My details are as follows:

- Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Address: [Your Address]
- Phone Number: [Your Phone Number]
- Email Address: [Your Email Address]

I was employed at [Company Name] as a [Your Job Title] until [Last Day of Employment]. Due to [reason for job loss, e.g., layoffs, termination], I am now seeking assistance through the unemployment compensation program. I have attached the necessary documentation, including my separation notice and any relevant pay stubs. I understand the importance of providing accurate information and assure you that everything submitted is truthful and complete.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]