

[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 182404
Columbus, OH 43218-2404

Subject: Jobless Claim Correspondence - [Your Claim Number]

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

I am writing to address my unemployment claim, identified by the claim number [Your Claim Number].

[Briefly explain the purpose of your letter, e.g., "I am requesting an update on the status of my claim," or "I would like to appeal the decision made on my claim dated [date]."]

[Provide relevant details or documentation, if necessary. Include any additional information that may support your case.]

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]