

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

Ohio Department of Job and Family Services  
Unemployment Insurance Division  
P.O. Box 182404  
Columbus, OH 43218-2404  
Subject: Unemployment Claim Request

Dear Sir/Madam,

I am writing to formally file a claim for unemployment benefits. My details are as follows:

- Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Address: [Your Address]
- Phone Number: [Your Phone Number]
- Email: [Your Email Address]
- Last Employer: [Your Last Employer's Name]
- Employment Dates: [Start Date] to [End Date]
- Reason for Unemployment: [Your Reason]

I have attached the necessary documentation to support my claim, including my termination letter and any relevant pay stubs. I appreciate your prompt attention to my application, and I look forward to your response.

Thank you for your assistance.

Sincerely,

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