

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

[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[Organization Address]  
[City, State, ZIP Code]

Subject: Documentation Support for Ohio Unemployment Claim

Dear [Recipient Name],

I hope this letter finds you well. I am writing to provide support for my unemployment claim submitted to the Ohio Department of Job and Family Services. My claim number is [Claim Number].

I have attached the following documents to verify my eligibility for unemployment benefits:

1. **\*\*Separation Notice\*\***: A copy of my notice of separation from [Employer's Name] dated [Date of Separation].
2. **\*\*Pay Stubs\*\***: Copies of my last [number] pay stubs to illustrate my employment history and earnings.
3. **\*\*Tax Documents\*\***: A copy of my [most recent] tax return reflecting my employment income.
4. **\*\*Proof of Job Search\*\***: Documentation of my job search activities, including [list examples, such as emails, applications, etc.].

I appreciate your attention to my claim and the processing of my unemployment benefits. Should you need any additional information or further documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your time and assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]