

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

Department of Job and Family Services  
Bureau of Unemployment Compensation  
P.O. Box 182404  
Columbus, OH 43218-2404  
Subject: Inquiry Regarding Unemployment Benefits

Dear Sir/Madam,

I hope this letter finds you well. I am writing to inquire about the status of my unemployment benefits claim filed on [Date of Claim]. My Social Security Number is [Your SSN], and my claim number is [Your Claim Number].

I have not yet received any updates regarding my claim and would like to know the current status and any required actions on my part to expedite the process. Additionally, if any documentation is missing or further information is needed, please let me know so I can provide it promptly. Thank you for your attention to this matter. I look forward to your timely response.

Sincerely,

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