

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Ohio Department of Job and Family Services]

[Address]

[City, State, ZIP Code]

Subject: Unemployment Benefits Claim - [Your Social Security Number or Claim Number]

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

I am writing to formally submit my claim for unemployment benefits following my recent job loss. I was employed at [Company Name] as a [Your Job Title] from [Start Date] until [End Date]. My employment ended on [End Date] due to [reason for job loss, e.g., layoff, company closure, etc.].

I have attached the required documentation for your review, including:

1. A copy of my termination letter
2. My last pay stub
3. Any other relevant supporting documents

Please let me know if any further information or documentation is required to process my claim. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]