

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

Ohio Department of Job and Family Services
P.O. Box 182404
Columbus, OH 43218-2404

Subject: Request for Unemployment Support

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request unemployment support due to my recent job loss. I have been an employee at [Company Name] for [Duration of Employment] and was laid off on [Date of Layoff] due to [Reason for Layoff].

I have attached the necessary documentation, including my employment verification, layoff notice, and any other required forms for your reference. My unemployment identification number is [Your Unemployment ID Number], and I have already filed my claim online.

I kindly request your assistance in processing my application for unemployment benefits as soon as possible. If additional information is needed, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Last Four Digits of Social Security Number]