

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

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

Subject: Request for Unemployment Benefits

Dear Sir/Madam,

I am writing to formally request unemployment benefits following my recent job loss.

My details are as follows:

- Full Name: [Your Name]
- Social Security Number: [XXX-XX-XXXX]
- Last Employer: [Company Name]
- Position: [Your Job Title]
- Date of Employment: [Start Date] to [End Date]

I lost my job on [Date of Job Loss] due to [brief explanation of the reason, e.g., company downsizing, layoff, etc.].

I have attached all required documents including my [proof of employment, termination notice, etc.].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]