

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

Subject: Request for Unemployment Assistance

Dear [Unemployment Office/Specific Person's Name if known],  
I hope this letter finds you well. I am writing to formally request unemployment assistance due to my recent job loss.

My name is [Your Name], and my Social Security number is [Your SSN]. I was employed at [Company Name] from [Start Date] until my position was terminated on [Termination Date]. The reason for my job loss was [brief explanation of the circumstances, e.g., company downsizing, lack of work, etc.].

Given my current financial situation, I would appreciate any assistance you can provide. I have attached the necessary documents, including my termination letter and any other relevant supporting documents.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]