

[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

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

Dear Sir/Madam,

I am writing to formally apply for unemployment benefits due to my recent job loss. My name is [Your Name], and I was employed at [Your Employer] as a [Your Job Title] until [Last Day of Employment].

Unfortunately, I was laid off due to [Reason for Termination, e.g., company downsizing, lack of work, etc.]. I have enclosed all relevant documents, including my termination notice and any pay stubs or W-2 forms to support my claim.

I have actively been searching for employment since my layoff date and have attached a record of my job applications. I am available to provide any additional information or documentation required to assess my eligibility.

Thank you for your prompt attention to my application. I look forward to your response.

Sincerely,

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