

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

Ohio Department of Job and Family Services  
P.O. Box 1618  
Columbus, OH 43216

Subject: Unemployment Eligibility Determination

Dear [Recipient's Name],

I am writing to formally inquire about my eligibility for unemployment benefits as I am currently experiencing financial hardship due to [reason for unemployment, e.g., layoff, reduction in hours, etc.].

I have attached the necessary documentation, including my recent pay stubs, termination letter, and any other relevant materials required for your review.

According to the guidelines set forth by the Ohio Revised Code, I believe I meet the qualifications based on my previous employment history and the circumstances surrounding my job separation. I respectfully request that you review my case and provide an official determination regarding my eligibility for benefits.

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]

[Your Social Security Number (optional, depending on context)]