

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Ohio Department of Job and Family Services]
[Address]
[City, State, Zip Code]

Subject: Unemployment Claim Inquiry

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about my unemployment claim submitted on [insert date of claim submission] under the claim number [insert claim number].

[Briefly explain your situation, any relevant details about your employment, and why you are seeking assistance or clarification.]

I would appreciate any information you can provide regarding the status of my claim and any next steps I should take. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]