

[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

Dear Unemployment Compensation Division,  
Subject: Application for Unemployment Benefits

I hope this letter finds you well. I am writing to formally apply for unemployment benefits due to [brief reason for unemployment, e.g., being laid off, company downsizing, etc.].

**\*\*Personal Information:\*\***

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Employment History:
  - Employer Name: [Last Employer's Name]
  - Job Title: [Your Job Title]
  - Dates of Employment: [Start Date - End Date]
  - Reason for Separation: [Reason, e.g., laid off, terminated]

**\*\*Contact Information:\*\***

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any additional information or documentation. Thank you for your attention to my application. I look forward to your prompt response.

Sincerely,

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