

[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

Subject: Inquiry Regarding Unemployment Benefits

Dear Sir/Madam,

I hope this letter finds you well. I am writing to inquire about my unemployment benefits application submitted on [insert date of application] under the name [Your Full Name] and Social Security Number [Last Four Digits of SSN].

I would like to request an update on the status of my application as I have not yet received further communication regarding my eligibility and potential disbursement of funds. Additionally, if there are any pending documents or further information required from my side, please let me know at your earliest convenience.

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]