

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

Ohio Department of Job and Family Services
1515 Offnere St.
Columbus, OH 43224

Subject: Application for Unemployment Benefits

Dear Sir/Madam,

I am writing to formally apply for unemployment benefits due to my recent job loss.

****Personal Information:****

- Full Name: [Your Name]
- Social Security Number: [XXX-XX-XXXX]
- Last Employer: [Name of Employer]
- Employment Dates: [Start Date] to [End Date]
- Reason for Unemployment: [Brief Explanation]

I have attached all necessary documents, including my separation notice, proof of identity, and any requested supporting documents.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Ohio Driver's License or State ID Number] (if applicable)

[Attachments: List of attached documents]