

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

Ohio Department of Job and Family Services

[Office Address]
[City, State, Zip Code]

Subject: Request for Unemployment Benefits Assistance

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to request assistance regarding my unemployment benefits claim. My name is [Your Name], and my Social Security Number is [Last Four Digits of Your SSN].

I was employed at [Your Employer's Name] from [Start Date] to [End Date], and I filed for unemployment benefits on [Date of Application]. However, I have encountered issues with my claim that require your attention.

[Briefly describe the issue you are facing: e.g., delay in processing, question about eligibility, etc.]

I appreciate your help in this matter and look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]