

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

Ohio Department of Job and Family Services
Unemployment Compensation
P.O. Box 182404
Columbus, OH 43218-2404

Subject: Unemployment Benefits Eligibility Determination

Dear [Recipient's Name/Representative],

I am writing to formally request a determination regarding my eligibility for unemployment benefits. My personal details are as follows:

- Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Claim ID: [Your Claim ID or Reference Number]
- Date of Last Employment: [Last Employment Date]
- Reason for Unemployment: [Brief Explanation of Unemployment Reason]

I have submitted all necessary documentation and information as required under Ohio law. I understand that eligibility for unemployment benefits is determined based on factors such as job separation, work history, and availability for work.

Please provide information regarding my eligibility status at your earliest convenience. Should you require any further information or documentation to process my request, please do not hesitate to contact me at the phone number or email address listed above.

Thank you for your attention to this matter.

Sincerely,
[Your Name]