

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

Ohio Department of Job and Family Services
Office of Unemployment Compensation
[Office Address]
[City, State, Zip Code]

Subject: Unemployment Benefits Inquiry

Dear Sir/Madam,

I am writing to request information regarding my unemployment benefits application. My name is [Your Full Name], and my Social Security number is [Your SSN]. I filed my claim on [Date of Claim Filing], and my customer ID number is [Your Customer ID/Claimant ID].

I would like to inquire about the status of my application, as well as any additional information or documentation you may need from me to expedite the process.

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]