

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

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

Subject: Request for Unemployment Benefits

Dear [Recipient's Name or "To Whom It May Concern"],
I hope this letter finds you well. I am writing to formally request
unemployment benefits due to my recent job loss.

My details are as follows:

- Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Previous Employer: [Name of Company]
- Job Title: [Your Job Title]
- Dates of Employment: [Start Date - End Date]

I was laid off due to [briefly explain the reason for job loss, e.g.,
company downsizing, closure, etc.], and I believe I am eligible for
unemployment benefits under Ohio law.

Enclosed are copies of my [termination letter, pay stubs, or any relevant
documents] to support my claim.

Thank you for considering my request. I look forward to your prompt
response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]