

[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: Inquiry About Unemployment Benefits Status

Dear Sir/Madam,

I hope this letter finds you well. I am writing to inquire about the status of my unemployment benefits application. My details are as follows:

- Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Claim Number: [Your Claim Number]
- Date of Application: [Date of Application]

I submitted my application on [Date of Application] and I would like to request an update regarding its current status. I would appreciate any information you can provide about my claim's processing and any required actions on my part to expedite the review.

Thank you for your assistance with this matter. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Signature (if mailing a hard copy)]