

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

Ohio Department of Job and Family Services

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

Subject: Verification of Unemployment Benefits

Dear [Recipient's Name or "To Whom It May Concern"],
I hope this letter finds you well. I am writing to request verification of my unemployment benefits as I need this information for [specific reason, e.g., applying for housing assistance, loan application, etc.]. My details are as follows:

- Name: [Your Full Name]
- Social Security Number: [Last Four Digits of SSN]
- Claim ID: [Your Unemployment Insurance Claim ID]
- Date of Birth: [Your Date of Birth]

I would appreciate it if you could provide me with a formal verification of my unemployment benefits, including the dates benefits were claimed and the amounts received.

Thank you for your assistance in this matter. Please feel free to contact me at the phone number or email listed above if you need any further information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]