

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

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

Subject: Application for Unemployment Benefits

Dear Unemployment Office,

I am writing to formally apply for unemployment benefits due to my recent job loss. I was employed at [Company Name] as a [Your Job Title] from [Start Date] until [End Date]. Unfortunately, I was laid off due to [reason for job loss, e.g., company restructuring, lack of work, etc.]. I believe I qualify for benefits as I have been actively seeking new employment since my layoff. I have attached the required documentation, including my pay stubs, termination letter, and any additional forms needed to support my claim.

Please let me know if you require any further information or additional documentation to process my application. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

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